

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Registry of Educational Personnel (REP)

Application User's Guide

End-of-Year 2010

Questions?
E-mail: CEPI@michigan.gov
Contact: 517-335-0505, option 3



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Introduction

This guide is intended for all users of the Registry of Educational Personnel (REP) Application. The REP Data Field Descriptions and any addenda posted to the REP Web page should be used with this user's guide. This guide includes directions for using the REP Online Single Submission Application to submit data via the online single submission/update REP data process, the bulk submission/update REP data process and other features within the REP Application such as reports and downloadable data. The guide is divided into sections as they appear in the REP Online Single Submission Application. This guide will provide you with a definition for, and general information about, each field collected in the REP, as well as instructions for using the REP data entry system.

General Information

What information is entered into the REP?

The REP is designed to collect basic employment elements relating to school personnel involved with the education of students, such as certification and degrees held, school and grade/subject or assignment, length of service, and salary. Personnel data must be submitted via the Internet twice a year, in December and at the end of the year (EOY). December data are used by the Michigan Department of Education (MDE) to conduct its annual teacher audit and to meet state and federal reporting requirements. EOY data are used to produce numerous federal reports. The December data must be accurate as of the submission date in December. The EOY data must be accurate as of the last day of the school year for the local districts, intermediate school districts (ISDs), and public school academies (PSAs). A school year is from July 1 to June 30.

Data compiled via the REP will be used to meet the requirements of the federal *No Child Left Behind Act of 2001* (NCLB) and MDE's accreditation initiative, *Education YES!* Additionally, data for all educational personnel are necessary to complete reports required by the National Center for Education Statistics (NCES).

Data can be edited online and either entered online or by a bulk file upload procedure. Several records may be submitted via hypertext transfer protocol, secure (HTTPS), if the layout corresponds to the specified fixed format or tab-delimited format in the REP Data Field Descriptions. In general, in the record layout, alphanumeric fields are initialized with blanks and left justified, and integer fields are initialized with zeros and right justified.

When is the REP due?

There are two statutory submission deadlines for the REP: the first business day in December and June 30 of each school year. The deadline for the EOY 2010 REP Submission is June 30, 2010.

Need help?

Michigan Education Information System (MEIS) Account or Password

If you have problems with your MEIS account or password while you are using the REP on the MEIS system, please contact CEPI customer support at (517) 335-0505, option 3, or via e-mail at CEPI@michigan.gov.

REP Content Information and Resource Materials

For questions regarding REP content, please send an e-mail message to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), e-mail address, and specific questions.

For detailed information about the REP, please visit the CEPI Web site at <http://mi.gov/cepi>. Click on "CEPI Applications" (formerly MEIS Data Services), and then click on "Registry of Educational Personnel." Refer to the REP Help & Resources box (see below). Click on items such as "REP Help," or "Highly Qualified Help" for additional reference materials.

REP Help & Resources

- [Personnel Skilled in Technology \(ARRA\)](#) PDF
- [EOY 2010 FAQs](#) PDF
- [EOY 2010 REP User's Guide](#) PDF
- [REP ARRA FAQs](#) PDF
- [REP Glossary](#) PDF
- [REP Data Field Matrix - Uses in Federal and State Reports](#)
- ["Highly Qualified" Help](#)
- [Prof. Development Help](#) DOC

"Highly Qualified" Help

- [Highly Qualified FAQs](#)
- [Highly Qualified SBE Policy](#)
- [Highly Qualified Teacher Worksheet](#)
- [Highly Qualified Paraprofessional/Aide](#)
- [Additional Information](#)

REP Data Field Descriptions

To find the REP Data Field Descriptions go to the CEPI Web site at <http://mi.gov/cepi>. Click on "CEPI Applications" (formerly MEIS Data Services), and then click on "Registry of Educational Personnel." The REP Data Field Descriptions are located under the heading "REP Data Manual." Be sure to print the correct version of the Data Field Descriptions each submission cycle and any addenda that may be posted in this section.

REP Data Manual

- [EOY 2010 REP Data Field Descriptions](#) PDF
- [EOY 2010 REP Record Layout](#) PDF
- [REP Assignment Codes Table](#)

Application Startup and Security

Authorized User – Your MEIS Account

The REP Application is available to authorized users of both the MEIS and the REP Application. To become an authorized user of the REP Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS Web site at <https://cepi.state.mi.us/MEISPublic/> (screen below). You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

Direct all questions concerning your MEIS account number and/or password to CEPI customer support at 517-335-0505, option 3, or via e-mail at CEPI@michigan.gov.

Create Your MEIS Account

To create your MEIS account number and password, go to the MEIS Web site at: <https://cepi.state.mi.us/MEISPublic/>.

The following screen will appear:

MEIS MICHIGAN EDUCATION INFORMATION SYSTEM
User Management System

Welcome to the MEIS User Management System

MEIS Accounts are used to access MEIS web-based applications bearing this logo:

Questions & Answers regarding MEIS User Management

If you are **new** to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: **Create an MEIS Account**

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

To obtain an MEIS account, please select the link below:

[Create an MEIS Account](#)

If you **HAVE** an MEIS Account, please login:

MEIS Login

Login:

Password:

[Return to the MEIS Main Menu](#)

Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

Note: After your MEIS account is established, do not share your login user name and password with anyone. This is your personal account.

E-mail Address and Phone Number ****Keep it up-to-date****

It is important for the MEIS user information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative for all MEIS users to keep their e-mail addresses current in their MEIS accounts. Because it is sometimes necessary for an individual from the state to contact an authorized user by telephone, each authorized user's phone number must be kept current as well. If an update is necessary for an authorized user's e-mail address or phone number, please do the following:

Update an MEIS account at <https://cepi.state.mi.us/MEISPublic/>.

- Log in as an MEIS user.
- Click on "Edit Personal Information."
- Click on "Save Changes" to update your account.
- Click on "Return to the MEIS User Management Main Menu."
- Log out of MEIS.

Security Agreement

After you have established your MEIS account, download the REP Security Agreement from the "CEPI Applications" (formerly MEIS Data Services) page on the CEPI Web site at <http://mi.gov/cepi>. Click on "CEPI Applications" (formerly MEIS Data Services), and then click on "Registry of Educational Personnel." The Security Agreement is located in the box titled, "**Upload REP Data to CEPI**." Once your completed REP Security Agreement has been processed, you will receive an e-mail notification that you have access to the application. After you have security access to the REP, you are ready to begin.

Upload REP Data to CEPI

- [REP Security Agreement](#)
- [REP Application](#)
- [Credential Data Exchange Security \(CDX\) Agreement](#)
- [Credential Data Exchange \(CDX\) Application](#)

Click here on the Web site to obtain a copy of the REP Security Agreement.

REP Online Application

Accessing the REP Online Application

The REP may be accessed through two sites:

1) The CEPI Web site at <http://mi.gov/cepi>. Click on "CEPI Applications" (formerly MEIS Data Services), and then click on "Registry of Educational Personnel." Next, click on the REP Application link under the heading Upload REP Data to CEPI.

Upload REP Data to CEPI

- [REP Security Agreement](#)
- [REP Application](#)
- [Credential Data Exchange Security \(CDX\) Agreement](#)
- [Credential Data Exchange \(CDX\) Application](#)

Click on the application or form desired.

2) The MEIS Web site at www.michigan.gov/meis. Go to the MEIS User Management v1.4 box. Use the "Jump to a category" drop-down menu (or scroll down) to locate and open the **Registry of Educational Personnel** Application.

MEIS User Management v1.4

To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category... Go

- Jump to a category...
- Authorization Information
- Adequate Yearly Progress and Education YES!
- Annual Vocational Authorization Application
- Cash Management System (CMS)
- Child Nutrition Programs (CNP)
- Credential Data eXchange (CDX)
- Financial Information Database (FID)
- Michigan Electronic Grants System (MEGS)
- Migrant Education Data System (MEDS)
- Pupil Transportation, Driver and Rider Safety Program
- Taxable Value
- Online Recommendations
- Registry of Educational Personnel**
- School Bus Inventory (SE-4107)
- School Code Master
- School Infrastructure Database (SID)
- SRSD File Submission Site
- Substitute Permit Application

Click on the "Jump to a category" drop-down menu, and click on "Registry of Educational Personnel."

Migrant Education Data System (MEDS)

- [MEDS Security Agreement](#) PDF
- [Migrant Education Data System \(MEDS\)](#)

Pupil Transportation, Driver and Rider Safety Program

There is currently no content in this category.

Taxable Value

- [Taxable Value Site](#)
- [On-line Taxable Value Application](#) PDF

Online Recommendations

- [Online Recommendations Manual](#) PDF
- [Online Recommendations](#)
- [MEIS Online Recommendations Security Agreement](#) PDF

Registry of Educational Personnel

- [Registry of Educational Personnel / Credential Data Exchange](#)

School Bus Inventory (SE-4107)

- [School Bus Inventory Application](#)
- [Instructions For Completing SE-4107](#) PDF
- [User Manual](#) PDF
- [SE-4107 Security Agreement](#) PDF

Or, you may scroll down the page to the Registry of Educational Personnel Application.

Scroll bar

REP Login Screen

When you click on "REP Application," the following screen will be displayed. The next step is to enter your MEIS login User Name and Password:

Center for Educational Performance & Information

Michigan.gov

Michigan.gov Home | CEPI Home | FAQ | User's Guide | Teacher Verification | Contact CEPI

REP | Login

Educational Personnel

This login screen provides access to the public school Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the public school districts and nonpublic schools to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

Registry of Education Personnel

- REP Data Field Descriptions [PDF](#)
- REP Record Layout [PDF](#)
- REP Security Agreement Form [PDF](#)
- CDX Security Agreement Form [PDF](#)
- Obtaining or Updating a MEIS Account

MEIS Login

User Name:

Password:

[Forgot your password?](#)

The REP Application will be available for the End-of-Year 2010 data submission April 1 through June 30, 2010.

VeriSign Secured
VERIFY*

Key in your MEIS Login User Name and Password

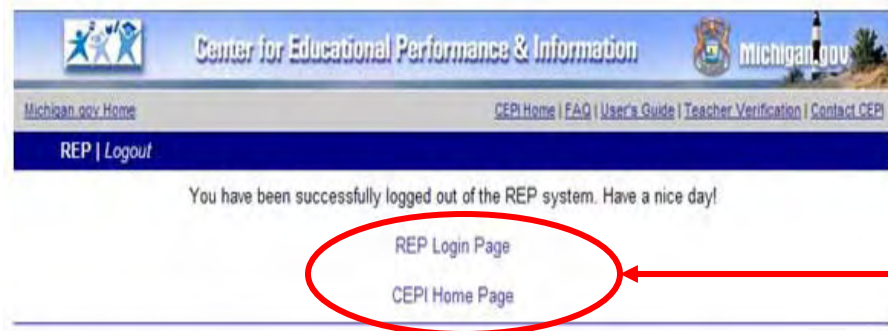
To enter your password into the login screen:

1. **Click** in the **Login** box.
2. **Type** your **Login User Name**.
3. **Press** the **Tab** key to go to the **Password** box or **put your cursor** in the **Password** box.
4. **Type** your **Password**.
5. **Click** on the **Login** button.

If you need more information, please contact CEPI customer support at 517-335-0505 and select option 3, or via e-mail at CEPI@michigan.gov.

System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending or partial information you have entered will be lost and must be re-entered when you log in again. The complete record must be entered with valid data in all fields and you must click on "Submit REP Data for this Employee" for the data to be saved.



If your connection has been inactive for 20 minutes, your access authorization ends and you will be logged out. This message will appear and you will be required to go to the REP Login Page and log in again with your user name and password.

Access Denied

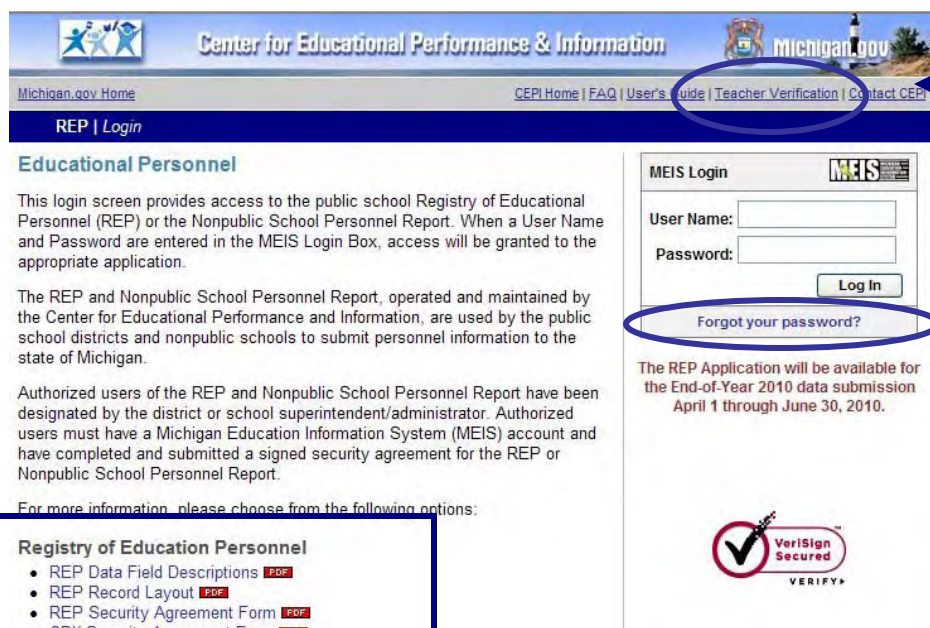
Access Denied?

If you have entered your MEIS login name and password correctly and access is denied, please contact CEPI customer support at 517-335-0505, option 3, or via e-mail at CEPI@michigan.gov.

Online Customer Support Materials

Teacher Verification Web Site Link

In addition to the online resource materials now available on the REP Application Web pages, users may access the Teacher Verification Web site without logging out of the REP Application. The Teacher Verification Web site will appear in a second browser window.



Teacher Verification Web site


Need help with your password? Click here.

For direct access to customer support materials, click on a link.


Educational Entity Master (EEM) Verification

After you have entered your MEIS login user name and password, the Educational Entity Master (EEM) Verification screen will appear. Once you have verified that the EEM information is accurate and up to date, the **Registry of Educational Personnel Main Menu** will be displayed. The EEM Verification screen will appear the first time you log in to the REP Application for each submission cycle.

During each submission cycle of the REP, each district will be reminded to verify that its EEM information is accurate and up to date. The EEM authorized user for your district should verify that the information about your district and buildings is correct prior to each submission. After verification, you may proceed to submit your REP data. The message below will appear on the screen the first time the REP authorized user logs in to the REP Application each submission cycle. Follow the steps to ensure that your district's information is accurate in the EEM.



Center for Educational Performance & Information



[Michigan.gov Home](#)
[CEPI Home](#) | [Main Menu](#) | [FAQ](#) | [User's Guide](#) | [Contact CEPI](#) | [Logout](#)

REP | EEM Verification

Educational Entity Master Verification

Before entering your data into the REP, please verify that your Educational Entity Master (EEM) information is accurate and up-to-date. The Educational Entity Master is the State of Michigan's database for official building information: school/facility and district codes, administrator name(s), address, phone number, etc. These data are the central link to all data collected by the Center for Educational Performance and Information (CEPI). If the data maintained in the Educational Entity Master are not accurate and up-to-date, you may have difficulty submitting other data to the State.

Step 1:

To verify your Educational Entity Master records, please point your browser to <http://www.michigan.gov/eem> and locate the information for your district and/or school/facility.

Step 2:

If any of the information requires updating, please log in to Educational Entity Master as an authorized user and make any necessary changes. If you are not an authorized user for your district and/or school/facility, please contact one of the following people (or contact the [CEPI Customer Support Team](#) if these people cannot be located):

EEM Authorized User	Email	Phone	District
User14	train14@mi.gov	555-1225	Grand Rapids Public Schools

Step 3:

Once verification of your Educational Entity Master information is completed, you may now continue entering your district's educational personnel data via the REP application.

[Continue to the REP](#)

REP Menu Options

After the EEM verification has been completed, the following REP Welcome screen will appear. To access an option, click on it.

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Main Menu

Welcome to the Registry of Educational Personnel

My District: Grand Rapids Public Schools (41010) ▼

Nonpublic School Personnel Report

Data Submission

To submit and update personnel data, select from the following functions:

- Online Single Submission
- [Bulk Upload File Submission](#)
- Bulk File Submission Status
- Personnel Submitted

Personnel Skilled in Technology X

- Personnel Skilled in Technology Supplemental Submission Definitions and User's Guide
- Supplemental Submission Form

Reports

To view a report or download personnel data, select from the following options:

- Summary by District
- Complete Summary by District
- Download REP Data File
- Employee Listing by District
- REP Submission Reports

Credential Data Exchange

To obtain teacher credential numbers, select from the following functions:

- Upload Credential Request File
- Credential Request Status

Data submitted by school districts via the Registry of Educational Personnel (REP) are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

Click on the application function desired.

Online Single Submission Form Option

The Online Single Submission form option is commonly used by districts that do not upload a data file extracted from a personnel management system. For the submission of a single record, click on the "Online Single Submission" form link on the Main Menu of the REP Application. Each section of the REP Online Single Submission form component is described separately. The fields are presented by section as they appear in the Online Application. Be sure to refer to the REP Data Field Descriptions for each field submitted for complete information regarding the required data elements. The REP Data Field Descriptions provide detailed information for each field in the application. A new Data Field Descriptions manual is issued for each submission cycle. Be sure that you are using the most current edition of the manual.

REP Main Menu

Welcome to the Registry of Educational Personnel

Your District: Plainwell Community Schools (03010)

Change to District:

Data Submission

To submit and update personnel data, select from the following functions:

- [Online Single Submission Form](#)
- [Bulk Upload Submission Form](#)
- [Bulk Submission Status](#)
- [Personnel Submitted](#)

Data submitted by school districts via the Registry

After you click on "Online Single Submission Form," the following screen will appear:

REP | Personnel Search

Submit a New Personnel Record

To enter a new employee record, choose the type of position from one of the three methods below and follow the instructions for the selected method.

Professional Personnel

Please enter the Social Security Number OR the Credential License Number of the employee. If the employee works in your district as a day-to-day substitute teacher or day-to-day substitute paraprofessional/aide, check the appropriate box below. Click the **GO** button and the data entry form will appear.

SSN (xxxxxx):

Credential License Number:

☐ This employee is a day-to-day substitute teacher

☐ This employee is a day-to-day substitute paraprofessional/aide

Support Staff

Please enter the Social Security Number and FTE (optional) of the employee. Click the **GO** button and the data entry form will appear. If the employee is under 0.5 FTE, the data entry requirements will be fewer.

SSN (xxxxxx):

FTE:

Vacant Position

To enter a new vacant funded position, click the **GO** button and the data entry form will appear.

Enter New Employee

Enter the new employee either under **Professional Personnel** (left side of screen) or **Support Staff** (center of screen) or **Vacant Position** (right side of screen)

After data are entered, click on "Go" in the appropriate box to advance to the next screen.

Edit Record

To edit a record previously submitted, click on **Personnel Submitted**, and then click on the PIC when the screen appears.

Update an Existing Personnel Record

To update an employee record that has been previously submitted to the REP by your district, please access the [Personnel Submitted](#) and click the Personnel Identification Code (PIC) button to the left of the employee's name to view the record.

Professional personnel: Enter the employee's **Social Security number or credential number**. For assignment codes "000AX" through "00594", the Social Security number or credential number must be submitted; for assignment codes "60100" through "99900", the Social Security number is required. If an individual is employed as a day-to-day substitute paraprofessional/aide or a day-to-day substitute teacher, enter the employee's Social Security number and click on the appropriate radio button for the position being reported. **Click on "GO"**. After the first assignment data are complete, additional assignments may be added by clicking on the "Add" box on the submission page. District users may submit up to nine entries in Field 10: School Assignment Data for each position.

Support staff and non-instructional staff with less than 0.5 FTE. Enter the employee's **Social Security number** and FTE in the Support Staff section. **Click on "GO"**. After the first assignment data are complete, additional assignments may be added by clicking on the "Add" box on the submission page.

Vacant funded positions: When entering vacant funded positions, **click on "GO."** After you click on "GO" a submission screen will appear. Enter the fields required for the assignment code entered in Field 10 as necessary for a vacant funded position. For more information about reporting of vacant funded positions, refer to Field 7: Social Security Number in the REP Data Field Descriptions.


Day-to-Day Substitute Teachers or Day-to-Day Substitute Paraprofessionals/Aides and Non-Instructional Staff Members with Less than 0.5 FTE

In an effort to streamline the reporting of day-to-day substitute teachers, day-to-day paraprofessionals/aides and non-instructional staff members with less than 0.5 FTE, the state allows these employees to be reported in the REP with fewer data elements. The required fields are those necessary for accurate reporting of the employee's records, so that the crosscheck of data may be completed with the Michigan State Police. For complete information regarding the required fields, refer to current cycle's REP Data Field Descriptions. The Data Field Descriptions are located at <http://mi.gov/cepi>. Click on "CEPI Applications" (formerly MEIS Data Services) and then click on the "Registry of Educational Personnel."


Two separate submission screens are provided for the submission of day-to-day substitute teachers or paraprofessionals/aides and non-instructional staff members with less than 0.5 FTE.

Day-to-Day Substitute Teachers/Day-to-Day Substitute Paraprofessionals/Aides

As illustrated above, begin by entering the Social Security number or credential license number in the Professional Personnel section of the REP Single Submission page. Next, click the radio button that applies to the employee; either "This employee is a day-to-day substitute teacher" or "This employee is a day-to-day substitute paraprofessional/aide." Complete the data entry as required. Next, click on the word "GO". The following is a view of the submission screen that appears: (next page)



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REP | Personnel Submission Form

(1) Date of Count: 06/30/2010

(2) ISD/ESA: Kent ISD (41)

(3) District: Grand Rapids Public Schools (41010)

Last Updated: n/a

NOTE: This form may only be used when reporting an employee with a day-to-day substitute teacher/paraprofessional/aide assignment only. If the employee has other assignments, select the *Use full Single Submission form* option from the list above.

Options: Use full Single Submission form GO

print

Employee Data

(27) PIC: **New Personnel**

(5) First Name:

(6) Middle Name:

(4) Last Name: (7) Social Security Number: (xxxxxyzzzz)

(13) Date of Birth: / / (8) Credential License Number:

Measurement Data

(14) Gender:

(9) Date of Hire: / /

(26) Date of Termination: / /

(25) Employment Status: ...

(15) Racial/Ethnic Category

American Indian or Alaska Native: 0

Asian American: 0

Black or African American: 0

Native Hawaiian or Other Pacific Islander: 0

White: 0

Hispanic or Latino: 0

School Assignment Data Add Assignment: SUB/PAR ADD

(10) School Assignment #1 (Remove)

School Code: ... Assignment: 00SUB ...

Submit REP Data for this Employee

Click here to submit the data.

You must click this button to submit this employee's data to the REP database

Non-Instructional Staff Members with Less Than 0.5 FTE (Assignment codes "81500" through "99900")

If a staff member has an FTE of less than 0.5 and is reported with assignment code "81500" through "99900", report the staff member in the Support Staff section of the REP Single Submission Screen. Non-instructional staff members with less than 0.5 FTE might include bus drivers, secretaries, janitorial services workers, etc. The FTE reported for each employee should be based upon the amount of time worked by the employee and the contractual school day for the district. For more information on FTE status, contact your district's human resources office.

Enter the Social Security Number and FTE and then click on "GO". Complete the data entry as required. The following submission screen appears:

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[User's Guide](#)
[Teacher Verification](#)
[Contact CEPI](#)
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REP | Personnel Submission Form

(1) Date of Count: 06/30/2010

(2) ISD/ESA: Kent ISD (41)

(3) District: Grand Rapids Public Schools (41010)

Last Updated: n/a

NOTE: This form may only be used when reporting an employee with a day-to-day substitute teacher/paraprofessional/aide assignment only. If the employee has other assignments, select the Use full Single Submission form option from the list above.

Options: Use full Single Submission form

print

Employee Data

(27) PIC: **New Personnel**

(5) First Name:

(6) Middle Name:

(4) Last Name: (7) Social Security Number: (xxxxxyzzzz)

(13) Date of Birth: / / (8) Credential License Number:

Measurement Data

(14) Gender:

(9) Date of Hire: / /

(26) Date of Termination: / /

(25) Employment Status:

(15) Racial/Ethnic Category

American Indian or Alaska Native: 0

Asian American: 0

Black or African American: 0

Native Hawaiian or Other Pacific Islander: 0

White: 0

Hispanic or Latino: 0

School Assignment Data

Add Assignment:

(10) School Assignment #1 (Remove)

School Code: Assignment: FTE: .3

You must click this button to submit this employee's data to the REP database

Click here to submit the data.

Day-to-Day Substitute Teachers, Day-to-Day Substitute Paraprofessionals/Aides or Non-Instructional Staff Members with Less Than 0.5 FTE Who Are Assigned to Other Regular Positions

If an assignment changes for a staff member assigned to a position as a day-to-day substitute teacher, day-to-day substitute paraprofessional/aide or a non-instructional staff member with less than 0.5 FTE, a district may take the following steps to update the record:

Step One: Log in to the REP Application and click on the Personnel Submitted Report.

Step Two: Click on the PIC of the employee whose record needs to be updated. The online single submission screen will appear.

Step Three: Click on the "Go" Button next to the "Use full Single Submission form" as illustrated below:

Center for Educational Performance & Information

Michigan.gov Home

CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submission Form

(1) Date of Count: 06/30/2010

(2) ISD/ESA: Kent ISD (41)

(3) District: Grand Rapids Public Schools (41010)

Last Updated: n/a

Options: Use full Single Submission form GO

print

NOTE: This form may only be used when reporting an employee with a day-to-day substitute teacher/paraprofessional/aide assignment only. If the employee has other assignments, select the Use full Single Submission form option from the list above.

Click here to access the full submission screen.

The online submission screen will appear with all fields available to allow additional data submission. District users may submit up to nine entries in Field 10: School Assignment Data for each position.

Step Four: Update the current assignment, or click on "Add Assignment" to add an additional blank "School Assignment" section.

School Assignment Data

Add Assignment: Full ADD

(10) School Assignment #1 (Remove)

School Code: 00000

Grade Assignment: RK K 1 2 3 4 5 6 7 8 9 10 11 12

FTE: Hourly Wage: Function Code: Classes Taught:

Assignment: 00SUB

Educational Setting:

Highly Qualified: n/a

Academic Major: n/a

Academic Minor: n/a

Admin. Cont. Education: n/a

This section will appear when you click on "Add Assignment":

School Assignment Data								Add Assignment: Full <input type="button" value="ADD"/>	
(10) School Assignment #1 (Remove)									
School Code:	Grade Assignment:		FTE:	Hourly Wage:	Function Code:	Classes Taught:			
<input type="text" value="00000"/>	RK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Assignment:	Educational Setting:		Highly Qualified:	Academic Major:	Academic Minor:	Admin. Cont. Education:			
<input type="text" value="00SUB"/>	<input type="text"/>		<input type="text" value="n/a"/>	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>			
(10) School Assignment #2 (Remove)									
School Code:	Grade Assignment:		FTE:	Hourly Wage:	Function Code:	Classes Taught:			
<input type="text"/>	RK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Assignment:	Educational Setting:		Highly Qualified:	Academic Major:	Academic Minor:	Admin. Cont. Education:			
<input type="text"/>	<input type="text"/>		<input type="text" value="n/a"/>	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>			

Step Five: After all changes/updates have been made, click on "Submit REP Data for this Employee" to update the record.


Credential Data	
(12) Funded Position Status:	<input type="text"/>
(17) Type of Credential:	<input type="text"/>
(18) Credential Date of Issue:	<input type="text"/> / <input type="text"/> / <input type="text"/>
(19) Credential Date of Expiration:	<input type="text"/> / <input type="text"/> / <input type="text"/>
(16) Highest Education Level:	<input type="text"/>
(29) Michigan Institution Code:	<input type="text"/>
(30) Non-Michigan Institution Code:	<input type="text"/>






Professional Development Data	
(24) Hours of Professional Development	
School Improvement Plan:	<input type="text" value="0"/>
Mentoring:	<input type="text" value="0"/>
Workshops or Conferences:	<input type="text" value="0"/>
Coursework:	<input type="text" value="0"/>
Highly Qualified Status:	<input type="text" value="0"/>
State-level or Institution of Higher Education Content:	<input type="text" value="0"/>
Virtual Learning:	<input type="text" value="0"/>
Administrator Continuing Education:	<input type="text" value="0"/>

Click here to submit the updated record.

You must click this button to submit this employee's data to the REP database

Help Feature on the Submission Screen

This icon  appears in several fields in the online application. When you click on this icon, the list of codes for the specific field appears. You may click on the appropriate code for the record being entered, and the field will be populated with your selection, or you may enter the code manually.

Credential Data			
(12) Funded Position Status:	<input type="text"/>		Click Here
(17) Type of Credential:	<input type="text"/>		(16) Highest Education Level: <input type="text"/> 
(18) Credential Date of Issue:	<input type="text"/> / <input type="text"/> / <input type="text"/>	(29) Michigan Institution Code:	<input type="text"/> 
(19) Credential Date of Expiration:	<input type="text"/> / <input type="text"/> / <input type="text"/>	(30) Non-Michigan Institution Code:	<input type="text"/> 

The following window appears:

Credential Types	
00 - Credential not required (e.g., School Administrator, Technology Coordinator, etc.)	<div> <div> Click on a code to populate the field. </div> <div> Use the scroll bar to view any additional codes available for a field. </div> </div>
01 - Life	
02 - Pending	
03 - Elementary Provisional	
04 - Elementary Professional	
05 - Elementary Permanent	
06 - Secondary Provisional	
07 - Secondary Professional	
08 - Secondary Permanent	
09 - Two Year Provisional Certificate	
10 - Limited License to Instruct	
11 - Permit, full year	
12 - Permit, emergency	
13 - Permit, Section 1233b	
14 - Permit, 150 day (day-to-day substitute)	
15 - Temporary Teacher Employment Authorization (1 year)	
16 - Temporary School Counselor Authorization	

close window

Employee Data

Fields 1, 2, 3, 4, 5, 6, 7, 8 and 13

The numbers in parentheses to the left of the field name indicate the field number in the REP Data Field Descriptions. Please refer to the REP Data Field Descriptions for complete information about the field requirements.

The screenshot shows the 'REP | Personnel Submission Form' interface. At the top, there are navigation links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, and Contact CEPI. The form contains the following fields:

- (1) Date of Count: 6/30/2010
- (2) ISD/ESA: Eaton ISD (23)
- (3) District: Pottersville Public Schools (23090)
- Last Updated: n/a
- Options: Use Non-Instructional form (dropdown menu) and a GO button.
- A print button is located at the bottom right of the form.

Below the form is the 'Employee Data' section, which includes:

- (27) PIC: New Personnel
- (5) First Name: [text input field]
- (6) Middle Name: [text input field]
- (4) Last Name: [text input field]
- (7) Social Security Number: [text input field] (placeholder: xxxxyzzzz)
- (13) Date of Birth: [month/year/day input fields]
- (8) Credential License Number: [text input field]

Fields 1, 2 and 3 are automatically populated when this screen appears.

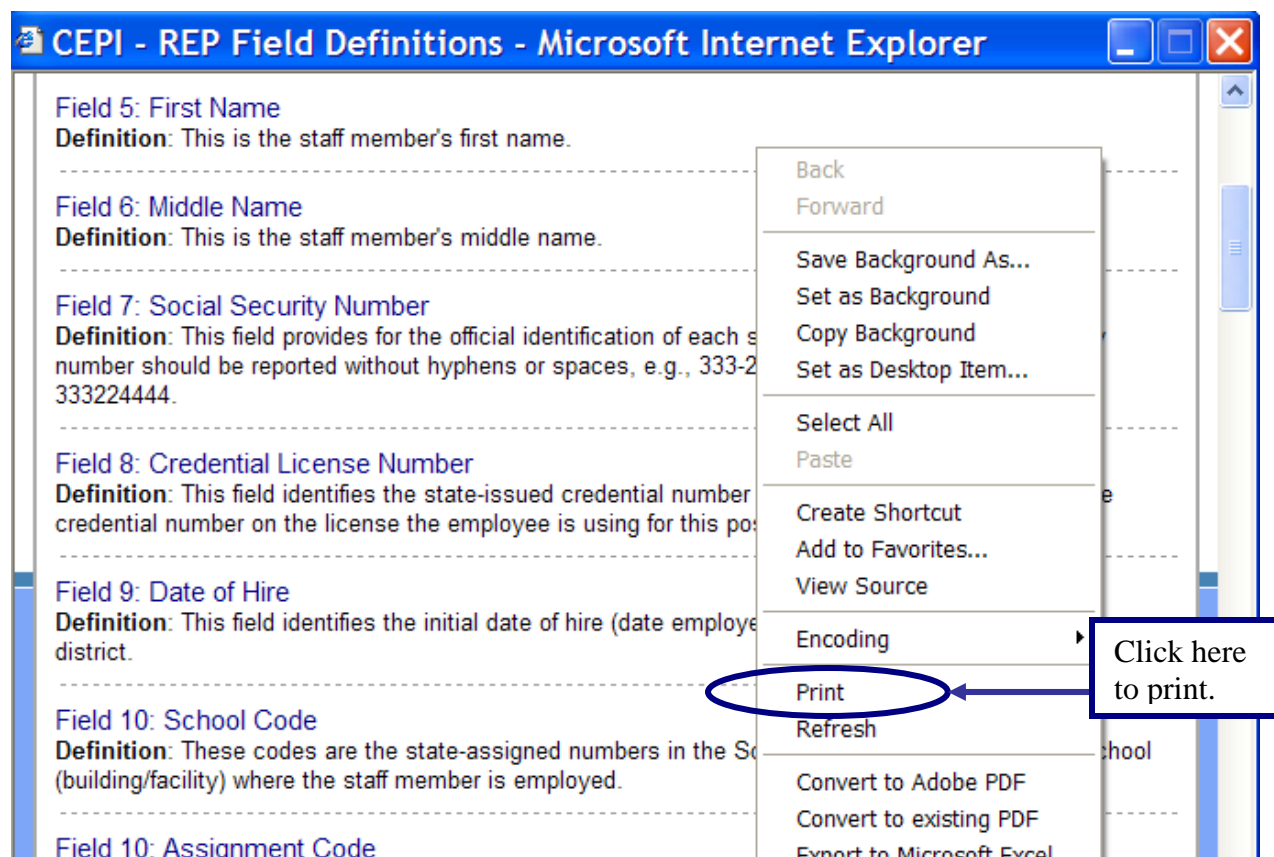
Field Definitions – Help Screens

Click on any field name and a help window will appear with a definition of the field name.

The screenshot shows a help window titled 'CEPI - REP Field Definitions - Microsoft Internet Explorer'. It contains the following definitions:

- Field 5: First Name**
Definition: This is the staff member's first name.
- Field 6: Middle Name**
Definition: This is the staff member's middle name.
- Field 7: Social Security Number**
Definition: This field provides for the official identification of each staff member. The Social Security number should be reported without hyphens or spaces, e.g., 333-22-4444 would be entered as 333224444.
- Field 8: Credential License Number**
Definition: This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.
- Field 9: Date of Hire**
Definition: This field identifies the initial date of hire (date employed) for the staff member within the district.

To print the definitions, right click on your mouse and select "print."



Online Application: Fields 1, 2, and 3 are prepopulated in the online application with the appropriate date of count, the authorized user's operating ISD/ESA number and operating LEA/PSA/ISD number.

Field 1: Date of Count

Submission: December 1 & June 30

This field is submitted for all personnel with assignment codes between "000AX" and "99900".

The date of count is the due date for submission of the REP data. The REP data are due by June 30, 2010. The date must be 06/30/2010 for the EOY 2010 REP Submission. For the Online Application, this field defaults to the submission due date for the current school year collection date.

Field 2: Operating ISD/ESA Number

Submission: December 1 & June 30

This field is submitted for all personnel with assignment codes between "000AX" and "99900".

This is the operating number for the ISD/ESA. These codes are the state-assigned ISD/ESA numbers. This code identifies the operating district where the staff member is employed. For example: The St. Joseph ISD is submitted as "75".

Programming edits: When the ISD code is invalid or blank, a fatal error will be reported. The individual who uploads a file must be the authorized user for the ISD/ESA number that is submitted in the uploaded file or a fatal error is reported.

Field 3: Operating LEA/PSA/ISD Number **Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "000AX" and "99900".

This is the operating number for the LEA, PSA, or ISD. These codes are assigned by the state. Use the LEA, PSA, or ISD number where the staff member is employed. The EEM numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the (EEM) numbers (e.g., 01234) for your district if you previously used four digits. The EEM can be found at: www.michigan.gov/eem. Send questions regarding this field to CEPI@michigan.gov.

Programming edits: When the LEA, PSA, or ISD code is invalid or blank, a fatal error will be reported. The individual who uploads a file must be the authorized user for the LEA, PSA, or ISD number that is submitted in the uploaded file or a fatal error will be reported.

Field 4: Last Name **Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "000AX" and "99900".

This is the staff member's last name. When submitting data via the REP Single Submission Online Application, spaces and punctuation marks are not permitted. This does not apply to Bulk Upload files. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the terminations of staff members. Report all pertinent information about the temporary substitute or contractor that would be reported for any employee of the district.

Vacant positions: In order to track vacant funded positions, or for positions created since the previous school year and not yet filled, the last name should say "VACANT."

Programming edits: If this field is left blank, a fatal error will be reported. If Field 12: Funded Position Status has a value of "1", Field 4 must be reported as "VACANT" or a fatal error will be reported.

Field 5: First Name **Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "000AX" and "99900".

This is the employee's first name. When submitting data via the REP Single Submission Online Application, spaces and punctuation marks are not permitted. This change does not apply to Bulk Upload files. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the terminations of staff members. Report all pertinent information about the temporary substitute or contractor that would be reported for an employee of the district.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter the staff member as a vacant position.

Vacant positions: In order to track vacant funded positions, or for positions created since the previous school year and not yet filled, the first name should say "FUNDED."

Programming edits: If this field is left blank, a fatal error will be reported. If Field 12: Funded Position Status has a value of "1", Field 5 must be reported as "FUNDED" or a fatal error will be reported.

Field 6: Middle Name **Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "000AX" and "99900".

This is the employee's middle name (when applicable). When submitting data via the REP Single Submission Online Application, spaces and punctuation marks are not permitted. This change does not apply to Bulk Upload Files. In order to account for all positions in the district, report all staff members

who fill positions that are temporarily vacant because of the termination of a staff member. Report all pertinent information about the temporary substitute or contractor that would be reported for an employee on staff.

Programming edits: Blanks accepted. If Field 12: Funded Position Status has a value of "1", Field 6 must be blank.

NOTE: Field 7: Social Security Number OR Field 8: Credential License Number must be filled out for all personnel with assignment numbers between "000AX" and "00594" (excluding "00310" through "00413" and "000NF"), "60300" and "60400".

Field 7: Social Security Number

Submission: December 1 & June 30

This field or Field 8: Credential License Number must be submitted for all personnel with assignment codes "000AX" through "00594" (excluding "00310" through "00413" and "000NF"), "60300" and "60400". This field is required for assignment codes "00310" through "00413", and "60000" through "99900" (excluding "60300" and "60400").

This field provides the official identification of each employee. The Social Security number must be reported without hyphens or spaces, e.g., 333-22-4444 would be entered as 333224444. This field must have a value if the position is vacant.

Vacant positions: In order to track vacant funded positions:

The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN). For example: Detroit Public Schools (82010) would use a number such as "820100001" for the first vacant position, followed by "820100002" for the next vacant position.

Programming edits: **Programming edits:** If this field is blank for assignment codes "00310" through "00413", "000NF", "60000" through "99900" (excluding "60300" and "60400"), and "Y*014" and "Y*016" (*bilingual paraprofessionals/aides, see pages 30-32 of the EOY 2010 REP Data Field Descriptions) then a fatal error is reported. If this field and Field 8: Credential License Number are blank for assignment codes "000AX" through "00594" [excluding "00310" through "00413" and "000NF", "Y*014" or "Y*016" (Bilingual Paraprofessionals/Aides)], "60300" and "60400" (General Education, Special Education, Career/Technical Education,), a fatal error is reported.

If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then Field 12: Funded Position Status must be reported with a value of "1" and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported. (See Field 7 in the REP Data Field Descriptions for information regarding the creation of a number for the reporting of vacant positions.)

Note: Corrections to the birthdate must be made via the REP Online Single Submission

Application. Corrections to previously submitted data such as name, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application or through the Bulk Upload Application. For districts that use the REP Online Single Submission, the corrections may be made when updating the record. For districts that use the Bulk Upload Application, the PIC number must be used if corrections are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

Field 8: Credential License Number**Submission: December 1 & June 30**

This field applies to assignment codes "000AX" through "00594" (excluding "00310" through "00413"), "60300" and "60400".

Definition: This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.

The Office of Professional Preparation Services (OPPS) now issues credential numbers with varying lengths. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number. This field is left blank when the following exist:

- For staff members with pending credentials, Field 17: Credential License Number must be coded "02".
- For staff members with an assignment code "00310" through "00413", "000NF" or "Y*014" and "Y*016" (bilingual paraprofessionals/aides) who are not required to hold credentials for their positions, Field 17 may be coded "00". For staff members with assignment codes "00310" through "00413" or "000NF" who are required to hold credentials, report the appropriate credential type in Field 17. If a staff member has a split, full-time equivalency (FTE) assignment where a credential is required for one assignment but not the other, the credential should be submitted.
- For staff members with life, permanent or continuing certificates without credential numbers, Field 17 must be coded "01", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", or "55".

To obtain teacher credential numbers:

1. Credential Data Exchange (CDX): The CDX is available through your REP account on the MEIS. The CDX allows you to upload specific data about your teachers and receive the credential data in return. You will then be provided a list of the credentials held by individual teachers. Complete information about the CDX and submission requirements is available at the REP Web site, located at <https://cepi.state.mi.us/REP/index.aspx>.
2. The credential numbers may be obtained online through the Office of Professional Preparation Services' Teacher Verification Web site, located at <https://mdoe.state.mi.us/teachercert/>. You can obtain an individual's credential number by supplying the teacher's name on the Web site. You will then be given a list of all the credentials held by the individual.
3. Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) to obtain credential numbers when you cannot obtain the numbers through either the CDX or the online Teacher Verification Web site.

Programming edits: If this field and Field 7: Social Security Number are blank for assignment codes "000AX" through "00594" (excluding "00310" through "00413" and "000NF"), "60300" and "60400", a fatal error is reported. If the credential number is not a valid number in the Teacher Certification Database (License 2000), a fatal error is reported. For assignment codes "000AX" through "00594" (excluding "00310" through "00413" and "000NF"), "60300" and "60400", either this field or Field 7: Social Security Number must have a value.

Field 13: Date of Birth**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "000AX" and "99900".

This is the date of birth of the staff member employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If "1" is reported in Field 12: Funded Position Status, this field must be left blank. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years from July 1 of the submission year, or a fatal error will be reported. The date of birth cannot be equal to, after, or within 14 years of the

date of hire, or a fatal error will be reported. The date of birth must be prior to the date of hire. For assignment codes "000AX" through "00594", "60300" or "60400", the date of birth cannot be earlier than 18 years prior to the submission year.

Measurement Data

Fields 9, 11, 14, 15, 20, 21, 22, 23, 25, 26, 28

Measurement Data			
(14) Gender:	<input type="text"/>	(15) Racial/Ethnic Category	
(9) Date of Hire:	<input type="text"/> / <input type="text"/> / <input type="text"/>	American Indian or Alaska Native:	<input type="text"/>
(26) Date of Termination:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Asian American:	<input type="text"/>
(25) Employment Status:	<input type="text"/> ...	Black or African American:	<input type="text"/>
(28) Full Time Base Annual Salary:	<input type="text"/>	Native Hawaiian or Other Pacific Islander:	<input type="text"/>
(11) Title I and Title II, Part A Teachers:	<input type="text"/> ...	White:	<input type="text"/>
		Hispanic or Latino:	<input type="text"/>

Field 9: Date of Hire

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900".

This field identifies the initial date of hire for the staff member within the district. A change in position in the district does not change the initial hire date. If a staff member terminates and is re-employed at a later date, a new hire date would be established for that individual. For vacant funded positions (vacancy created since the previous school year and not yet filled), leave this field blank.

Programming edits: If the field is left blank or does not contain a valid date, a fatal error will be reported, unless Field 12: Funded Position Status is submitted with a code "1" (i.e., vacant). The date of hire must be prior to the submission date, or a fatal error will be reported. The date of hire cannot be equal to or within 14 years of the date of birth, or a fatal error will be reported.

Field 11: Title I and Title II, Part A, Teachers

This field applies to assignment codes "000AX" through "00594". This field must be left blank for assignment codes "60100" through "99900".

This field identifies the teachers funded by Title I, Part A, who teach core academic subjects in a Title I targeted assistance program or who teach core academic subjects in a Title I and Title II, Part A, schoolwide program. See Field 10 in the EOY 2010 Data Field Descriptions for more information regarding core academic subjects. Core academic subjects are identified by a double asterisk (**) and can be found on pages 27 through 29 of the EOY 2010 REP Data Field Descriptions.

Districts are to select from the following codes for those teachers who are funded by Title I, Part A and Title II, Part A:

Code	Category
000	None
001	Title I Targeted Assistance Program (TAS)
002	Title I Schoolwide Program (SWP)

003	Title II, Part A, Class Size Reduction
004	Title I TAS and SWP
005	Title I TAS and Title II, Part A, Class Reduction
006	Title I SWP and Title II, Part A, Class Reduction

Field 14: Gender Code

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900".

This is the gender of the staff member employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Programming edits: If the code is invalid or blank, a fatal error will be reported, unless Field 12: Funded Position Status contains code "1" (i.e., vacant). If a "1" is submitted in Field 12: Funded Position Status, this field must be left blank or a fatal error will be reported.

Field 15: Racial/Ethnic Code

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900".

This is the race/ethnicity of the staff member employed by the district. The primary racial/ethnic choice is represented with a "1", the second choice is a "2", the third a "3", the fourth a "4", the fifth a "5", and the sixth a "6". Type the number in the appropriate box(es) for the data for each employee.

Identify the race/ethnicity of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Refer to Field 16: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

Programming edits: If the code is invalid or blank, a fatal error will be reported, unless Field 12: Funded Position Status contains code "1" (i.e., vacant). If a "1" is submitted in Field 12: Funded Position Status, this field must be left blank, or a fatal error will be reported. At least one of the six digits must be a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

Fields 20-23 are reserved fields and not in use at this time.

Field 25: Employment Status

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900".

This field identifies the employment status of each employee. Report the appropriate code that identifies the status of the employee. Vacant positions must use code "00". Report code "99" for returning employees, new non-instructional employees, new (to the district) experienced teachers, substitutes or contractors, or employees on leave. Report code "97" or "98" for new teachers in their first three years in the teaching profession. Refer to the REP Data Field Descriptions for a complete list of current codes.

Programming edits: This field must have a valid value. If an invalid code is submitted or this field is left blank, a fatal error will be reported. If codes "01" through "19" are used, Field 26 must have a date. If "00" is submitted in this field, Field 12: Funded Position Status must have a value of "1", or a fatal error will be reported. Codes "97" and "98" may only be submitted for assignment codes "000AX" through "00594", "60300" or "60400" or a fatal error will be reported.

Field 26: Date of Termination/Separation of Employment: Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900".

This is the date of termination of the staff member. Report all fields appropriate for the assignment code reported in Field 10: School Assignment Data. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Terminations should be reported during the cycle in which the terminations occur. For example, if an employee terminates his/her employment on November 1, report the termination in the December submission. If an employee terminates his/her employment on February 1, report the termination in the June submission.

Programming edits: If the date submitted is not a valid date, a fatal error will be reported. If a date is submitted, then the code in Field 25: Employment Status must be between codes "00" through "19". Field 10 must be completed when a date is submitted in this field, or a fatal error will be reported. The termination date must be on or prior to the submission date. The termination date cannot be prior to the hire date.

Field 28: Full-Time Base Annual Salary **Submission: December 1 & June 30**

The purpose of Field 28 is to collect the full-time base annual salary for employees in given assignments in order to meet the needs of Title I, Part A of the *No Child Left Behind Act*. This field must be submitted by districts required to complete the Title I Comparability Application. Reporting of this field is optional for all other districts. This field applies to assignment codes "000AX" through "99900" and must have a value. Refer to Field 10 (hourly wage section) and Field 28 in the REP Data Field Descriptions for complete reporting requirements.

Programming edits: Annual Salary has been redefined to mean full-time base salary so that it can be used to determine comparability under Title I, Part A of No Child Left Behind. If the full-time base annual salary is submitted in this field, the hourly wage in Field 10 must be submitted with either the hourly wage or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The full-time base annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. If Field 12: Funded Position Status has a value of "1" (vacant, funded, open position, no one assigned), the full-time base annual salary in Field 28 and the hourly wage in Field 10 must be zeros, or a fatal error is reported.

The following are two examples of how to report the base salary for the new and the experienced employees:

Example 1: Jane Doe is a first-year teacher with a bachelor's degree and has a base salary of \$40,000; John Smith is a fifth-year teacher with a bachelor's degree and has a base salary of \$40,000. All employees at the bachelor's degree level have a base salary of \$40,000.

Example 2: Jane Smith is a first-year teacher with a master's degree and has a base salary of \$50,000; John Doe is a fifth-year teacher with a master's degree and has a base salary of \$50,000. All employees at the master's degree level have a base salary of \$50,000.

Assignment Data - Field 10

Field 10 has two features to assist with data submission:

1. Add assignment
2. Remove Assignment

Only those assignments reported will appear on the submission screen. The blank assignment sections have been removed from the submission screen. To add multiple assignments, click on "Add" for each additional assignment for an individual employee. District users may submit up to nine entries in Field 10: School Assignment Data requirement for each position. To remove an assignment, click on "Remove".

The screenshot shows the 'School Assignment Data' form. At the top right, there is a green header bar with the text 'School Assignment Data' and a dropdown menu set to 'Full' with an 'ADD' button next to it. Below this, there is a section for '(10) School Assignment #1 (Remove)'. The form contains several input fields: 'School Code' with a dropdown icon, 'Grade Assignment' with checkboxes for RK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12, 'FTE' with a text input, 'Hourly Wage' with a text input, 'Function Code' with a dropdown icon, and 'Classes Taught' with a text input. Below these, there are four columns of dropdown menus: 'Assignment' with a dropdown icon, 'Educational Setting' with a dropdown arrow, 'Highly Qualified' with a dropdown arrow set to 'n/a', 'Academic Major' with a dropdown arrow set to 'n/a', 'Academic Minor' with a dropdown arrow set to 'n/a', and 'Admin. Cont. Education' with a dropdown arrow set to 'n/a'. A blue arrow points from a box labeled 'Click Here.' to the 'ADD' button.

To view a listing of the assignment codes, click on the  icon.

This screenshot is identical to the one above, showing the 'School Assignment Data' form. A blue arrow points from a box labeled 'Click Here.' to the dropdown icon next to the 'Assignment' field.

The following screen will appear:

Assignment Codes

-- choose an assignment group --

- Administrators
- Day-to-Day Substitute Staff
- Early Childhood Instructional Staff
- Early Childhood Staff
- Instructional Staff
- Non-Instructional Staff
- Paraprofessionals/Aides

Select an assignment group by highlighting and clicking the group for which you wish to obtain a complete listing of assignment codes:

Assignment Codes

-- choose an assignment group --

- Administrators
- Day-to-Day Substitute Staff
- Early Childhood Instructional Staff
- Early Childhood Staff
- Instructional Staff**
- Non-Instructional Staff
- Paraprofessionals/Aides

The following screen will appear:

Assignment Codes

Instructional Staff

- 000AX - Communication Arts
- 000BA - English
- 000BC - Journalism
- 000BD - Speech
- 000BT - Reading
- 000BX - Language Arts
- 000CA - Economics
- 000CB - Geography
- 000CC - History

Select the appropriate assignment code to auto-populate the field.

Use the scroll bar to view the complete list of assignment codes.

Field 10: School Assignment Data (includes the following data elements: School Assignment by Grade, FTE, Wage, Accounting Code, Highly Qualified, Academic Major, Academic Minor, Administrator Continuing Education and Number of Classes Taught)
Submission: December 1 & June 30

This field applies to assignment codes with numbers between "000AX" through "99900".

Report the school/facility where the staff member is employed by assignment, grade level, FTE, wage, accounting function code, highly qualified status, academic major, academic minor, administrator continuing education and number of classes taught as appropriate for the assignment code. A district may

submit up to nine assignment codes for an employee, with the employee's primary position (i.e., greatest FTE) reported in the first position. Most staff members have one or two assignment codes. If more than one assignment is reported, all sections (assignment, grade level, FTE, wage, etc.) must be reported for each assignment, dependent upon the assignment code and FTE.

This field includes the following data elements. Refer to Field 10 of the Data Field Descriptions for complete information about this field (programming edits appear at the end of this section):

School – These codes are the state-assigned numbers in the Educational Entity Master (EEM). This is the school where the staff member is assigned. For a complete definition of a school, refer to the REP Data Descriptions, Field 10. For information regarding a school code number, refer to the EEM Web site at <https://cepi.state.mi.us/eem/>.

Assignment – (Teachers: Assignment Codes "000AX" through "00594" and "60300" or "60400")
These five-digit codes are used for the instructional teaching staff members of the school. Use assignment codes for the teachers in general education, special education, or career and technical education, as specified in the REP Data Field Descriptions in Field 10.

Assignment – (Early Childhood Assignment Codes "60100" through "60700") – These five-digit assignment codes are used for early childhood education staff.

Assignment – (Administrators, Paraprofessionals/Aides and Non-Instructional staff members: Assignment Codes "70000" through "99900") These five-digit codes are used for all the non-instructional and administrative staff members of the school. The assignment code for the administrative staff members ("70000" through "79999") includes a two-digit number for the Title (NN), one digit for the Level (N), and a two-digit number for the Function (NN). The assignment codes for the paraprofessionals/aides ("80001" through "80016") and the non-instructional staff members ("81500" through "99900") are selected based upon position classification or major responsibility of the position description. These codes are specified in Field 10 of the REP Data Field Descriptions.

Current Grade Assignment – Report the grade level or educational setting for the assignment of the staff member. Whenever possible, report the grade level for the staff member. If the staff member is working in an unspecified grade, report an educational setting. Refer to the REP Data Field Descriptions for a specific breakdown of the grade levels and educational settings.

FTE (Full Time Equivalency) – Report the FTE for each staff member employed in the school district. This refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and is computed by dividing the amount of time employed by the time normally required for a full-time position. All staff members (assignment codes "000AX" through "99900") must be reported regardless of the FTE. If a position is vacant, report the FTE being sought for that position. Refer to the REP Data Field Descriptions for detailed information regarding FTE.

Hourly Wage – Reporting of the hourly wage is optional, however a value must be submitted or a fatal error will be reported. See the REP Data Field Descriptions for complete reporting requirements of the hourly wage.

Districts may submit both the hourly wage and/or the annual salary for each employee. Both fields must contain values, or a fatal error will be reported. The hourly wage cannot exceed \$999.99; the annual salary cannot exceed \$300,000. When Field 12: Funded Position Status uses code "1" for a vacant position, report zeros in both the hourly wage in Field 10 and the annual salary in Field 28.

Accounting/Function Code – Enter the appropriate code as determined for accounting purposes for each position in a given school district. See the REP Data Field Descriptions for a listing of the specific

accounting/function codes that are recommended to be used. For more detailed information, please reference the Michigan School Accounting Manual that can be located at <http://www.michigan.gov/mde/> under the office of State Aid and School Finance. The Michigan School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of transactions for Michigan public school districts. Refer to the REP Data Field Descriptions for more information.

Highly Qualified Status (Online Application) – Using the drop-down menu, select "Yes", "No", or "N/A" for staff members with assignment codes "000AX" through "00594". (See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the core academic subject area assignment codes that must be reported with "Yes" or "No". Review the requirements for reporting of highly qualified status for assignment codes "80001" through "80016" paraprofessionals/aides. Also refer to Field 10 for a listing of the paraprofessionals/aides that must report highly qualified status).

Highly Qualified Status (Bulk Upload Application) – Report "1" (Yes), "2" (No) or "0" (N/A) when reporting the core academic instructional staff members or the instructional paraprofessionals/aides. (See Assignments to General Education, in Field 10 of the REP Data Field Descriptions for a listing of the core academic assignment codes that must be reported with "Yes" or "No" for highly qualified status.)

Academic Major -- (Online Application) Using the drop-down menu, select "Yes", "No", or "N/A" for staff members with assignment codes "000AX" through "00594", indicated as core academic instructional staff members as defined in NCLB. (See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the assignment codes that must be reported with "Yes" or "No" for academic major.) **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting academic major.

Academic Minor – (Online Application) Using the drop-down menu, select "Yes", "No", or "N/A" for staff members with assignment codes "000AX" through "00594", indicated as core academic instructional staff members as defined in NCLB. (See Assignments to General Education, in Field 10 of the REP Data Field Descriptions for a listing of those assignment codes that must be reported with "Yes" or "No" for academic minor.) **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting academic minor.

Administrator Continuing Education – (Online Application) Using the drop-down menu, select "Yes", "No", or "N/A" for administrator assignment codes "70000" through "79999", as explained in the REP Data Field Descriptions in Field 10 under Assignments to Administration. **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting the administrator continuing education requirement.

Number of Classes Taught For staff members with assignment codes "000AX" through "000ZZ", report the number of classes taught for each core academic assignment code reported in Field 10. For non-core academic assignment codes and assignment codes "00500" through "00594" and "70000" through "99900", report a "0" in this position.

Programming edits for Field 10: School Assignment Data

Data must be submitted in Field 10 for each employee or vacant position, or a fatal error will be reported.

Programming edits: Data must be submitted in Field 10 when reporting the termination of an employee in Field 25: Employment Status (codes "00" through "19") and Field 26: Date of Termination. When reporting a Vacant Funded Position in Field 12: Funded Position Status, data must be reported in Field 10; each section of position one must have a value.

The following programming edits are applicable when an assignment code is submitted:

Note: All programming edits that apply to assignment codes "000AX" through "00594" apply to the bilingual program teacher assignments codes beginning with a "YA" through "YT".

School Assignment: When a school/facility code is invalid, blank, or not in the Educational Entity Master, a fatal error will be reported. For staff members submitted in a closed building, the close date of the building in the Educational Entity Master cannot be prior to July 1 of the current submission year, or a fatal error will be reported.

Assignment: When an assignment code is invalid (not included in the official list of assignment codes in Field 10) or blank, a fatal error is reported. If a "4" or "5" is submitted in Field 12: Funded Position Status for assignment codes "000AX" through "00594", "60300" or "60400", Code "11", "12", "13" or "53", or the appropriate credential type for a credentialed employee must be submitted in Field 17: Type of Credential.

Day-to-Day Substitute Teachers ("00SUB") and Day-to-Day Substitute Paraprofessionals/Aides ("00PAR"): For day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides, submit the school/facility and the assignment code "00SUB" or "00PAR" in Field 10. Do not submit any other Field 10 data elements, or a fatal error will be reported. For bulk upload files, submit the appropriate assignment code ("00SUB" or "00PAR") and the school/facility only in Field 10. The remaining data elements in this field must be left blank or a fatal error will be reported. (See Appendix A in the REP Data Field Descriptions for specific reporting requirements.)

Non-instructional staff members who work less than 0.5 FTE: For non-instructional staff members (assignment codes "81500" through "99900") who work less than 0.5 FTE, submit the school/facility, the appropriate assignment code and the FTE in Field 10. Do not submit any other Field 10 data elements, or a fatal error will be reported. For bulk upload files, submit the appropriate assignment code, the school/facility and the FTE only in Field 10. The remaining data elements in this field must be left blank or a fatal error will be reported. (See Appendix A in the REP Data Field Descriptions for specific reporting requirements.)

Fields 1-5, 9, 10, 13, 14, 15, 16, 17, 25 and 28 must be reported for all staff members. [See Appendix A for reporting requirements for assignment codes "00SUB" (day-to-day substitute teacher) and "00PAR" (day-to-day substitute paraprofessionals) and non-instructional assignment codes "81500" through "99900" with an FTE of less than 0.5]

Assignment codes are reported for remaining fields as follows:

If the assignment code is between "000AX" and "00594", "60300" or "60400", then entries in Field 7: Social Security or Field 8: Credential License Number, Field 12: Funded Position Status, Field 17: Type of Credential, Field 24: Professional Development, and Field 29: Michigan Sponsoring Institution or Field 30: Non-Michigan Sponsoring Institution (Fields 29 & 30 are required for new teachers only) are required, or a fatal error will be reported.

If the assignment code is between "70000" and "79999", then entries in Field 12: Funded Position Status: Funded Position, Field 17: Type of Credential, and Field 24: Professional Development are required, or a fatal error will be reported.

If the assignment code is "60100", "60200", "60401", "60500", "60501", "60600", "60700" or "80001" through "99900", then Field 17: Type of Credential must be submitted with zeros, or a fatal error is reported. Field 12: Funded Position Status must be left blank, or a fatal error is reported, unless the position is submitted as a vacant position or as an on-leave position.

Grade Assignment: When the grade level and educational setting are incorrect or blank for an employee (assignment codes with numbers between "000AX" and "99900"), a fatal error will be reported. If both a grade level and an educational setting are submitted, a fatal error will be reported.

Educational Setting/Special Education Primary Age Group: A fatal error will be reported if the primary age group is not submitted under the Educational Setting for special education assignment codes "00192" through "00292" and "00403" through "00405" and "00407".

Educational Setting/Bilingual Education: A fatal error will be reported if a bilingual educational setting is not submitted under the Educational Setting for assignments codes beginning with "YA" through "YT".

FTE: If the FTE is left blank or is less than 0.00, a fatal error will be reported. If the FTE is greater than .0, a fatal error will be reported.

Wage: Note: Reporting of the hourly wage is optional. However, a value must be submitted. Districts may submit both the hourly wage and annual salary, if desired. Both fields must have a value. If the hourly wage is reported in this field, Field 28: Full-Time Base Annual Salary must have either the annual salary or zeros, or a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12: Funded Position Status contains code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Annual Salary, or a fatal error will be reported.

Accounting/Function Code: When the accounting function code is invalid (not included in the official list of accounting/function codes as listed in the Data Field Descriptions for the current submission) or left blank, a fatal error will be reported. Accounting/function codes "111" through "135" are recommended for assignment codes "000AX" through "00594", codes "94100" and "80001" through "80016" are recommended or a warning message will be reported.

For assignment codes "000AX" through "000ZZ", "00192" through "00197", "00501" through "00594", "60200" through "60501", "92900", "94100" and "96200" (excluding "000NT", "000NY", "000ND") accounting/function codes "111" through "135" are recommended or a warning message will be reported. For assignment codes "60401" and "60501" accounting/function code "351" will also be accepted.

For assignment codes "00200" through "00392", "60100", "60600" and "60700", "70000" through "79999", and "81500" through "99900", (excluding "92900", "94100" and "96200" or 70000 codes ending with "30"), accounting/function codes "211" through "459" are recommended or a warning message will be reported. If the 70000 code ends with "30", then the accounting/function codes "111", "118" or "3xx" are recommended or a warning message will be reported.

For assignment codes "00403", "00405", "00406", an accounting/function code of "1xx" through "3xx" is recommended, for assignment codes "00410" and "00412" an accounting/function code of "125" or "3xx" is recommended, and for assignment codes "80002", "80005", and "80014" an accounting function code of "1xx" or "3xx" is recommended or a warning message will be reported.

For assignment codes "00404", "00407", "00411", "00413", "80001", "80004" and "80016" accounting/function codes "2xx" to "3xx" are recommended or a warning message will be reported.

For assignment codes "000NT", "000NY", "000ND", "00360" and "00370", accounting codes are recommended as follows or a warning message will be reported:

Assignment Code/Assignment Description	Accounting/Function Code
000NT – Guidance and Counseling	212
000NY – School Nurse	213
000ND – Library Media	222
00360 – Occupational Therapy	213
00370 – Physical Therapy	213

Note: For assignment codes listed without a specific accounting/function code or listed with a range such as "2xx" through "3xx", submit the most appropriate accounting/function code for the position held by the staff member.

Highly Qualified Status: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for core academic assignment codes "000AX" through "000ZZ", "00192" and "00197" (core academic instructional staff members as defined in NCLB), "80002", "80005", "00410" and "00412". For a list of the core academic subject areas, refer to the General Education assignment codes marked with a double asterisk (**) in the REP Data Field Descriptions. For any non-core academic assignments within the range of codes "000AX" through "00594" that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position.

For assignment codes "80002" and "80005", "00410" and "00412", districts are to report highly qualified status. (See the definition for Highly Qualified Status for specific information regarding Instructional Paraprofessional/Aides in the current edition of the REP Data Field Descriptions.)

For staff members with assignment codes "00411", "00413", "Y*014" and "Y*016" (*bilingual paraprofessionals/aides, see pages 30-32)", "60100" through "60700", "70000" through "79999", "80001", "80004", and "80014" through "99900", submit a "0" (not-applicable).

Academic Major: A fatal error is reported if "1" (yes) or "2" (no) is not submitted for core academic assignment codes "000AX" through "00594" (core academic instructional staff members as defined in NCLB; see Assignments to General Education). For non-core academic assignment codes that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position. For assignment codes "60100" through "60700", "70000" through "79999", and "80001" through "99900", submit "0" (non applicable) in this position.

Academic Minor: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for a core academic assignment code "000AX" through "00594" (core academic instructional staff members as defined in NCLB, see Assignments to General Education). For non-core academic assignment codes that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position. For assignment codes "60100" through "60700", "70000" through "79999", and "80001" through "99900", submit "0" (non applicable) in this position.

Administrator Continuing Education: A fatal error is reported if a "1" (yes) or "2" (no) is not reported for a required assignment code between "70000" and "79999" (See Administrative Assignment codes for specific assignment codes to be reported.) For assignment codes that are not required to be reported for administrator continuing education, report "0" (N/A) in this position.

Number of academic classes taught: For the core academic subject areas in assignment codes "000AX" through "000ZZ", "00192" and "00197", a fatal error is reported if this position does not contain a value from "1" to "9". For non-core academic assignment codes "000AX" through "000ZZ" and "00195", "00196" and "00200" through "00413", districts must report a value from "0" to "9", or a fatal error will be reported. All other assignment codes ("00500" through "99900") must be submitted with a code of "0", or a fatal error is reported.

***Note:* All programming edits that apply to assignment codes "000AX" through "00594" apply to the bilingual program teacher assignment codes beginning with a "YA" through "YT".**

Credential Status**Fields 12, 16, 17, 18, 19, 29, and 30**

Credential Data			
(12) Funded Position Status:	<input type="text"/>	<input type="text"/>	
(17) Type of Credential:	<input type="text"/>	<input type="text"/>	(16) Highest Education Level: <input type="text"/>
(18) Credential Date of Issue:	<input type="text"/>	<input type="text"/>	(29) Michigan Institution Code: <input type="text"/>
(19) Credential Date of Expiration:	<input type="text"/>	<input type="text"/>	(30) Non-Michigan Institution Code: <input type="text"/>

Field 12: Funded Position Status**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "000AX" and "79999".

This field identifies the vacant positions that are either filled by approved substitutes or that remain unfilled. Use Code "9" for a regular, filled position.

- 1 Vacant, funded, open position, no one assigned
- 2 Vacant, funded, open position, outside contractor assigned
- 3 Funded, employee on loan or leave, no one assigned
- 4 Funded, employee on loan or leave, filled by temporary employee
- 5 Vacant, funded, open position, filled by temporary employee
- 6 Funded, employee on loan or leave, outside contractor assigned
- 7 Contracted services provider, non-instructional staff
- 9 Filled position, regular

Definition: This field identifies the status of positions that are either filled by permanent employees, approved substitutes or outside contractors, or that remain unfilled. This field applies to assignment codes with numbers between "000AX" through "79999".

Programming edits: This field must have a value for assignment codes "000AX" through "00594", "60300", "60400" and "70000" through "79999", or a fatal error will be reported. If a value is not submitted, an error will be reported. If "1" is reported in this field, Field 13: Date of Birth must be left blank and Field 25: Employment Status must contain code "00". If a code of "2", "3", "4", "5" or "6" is reported in this field, Field 25 must contain code "99". For assignment codes "60100", "60200", "60401", "60500", "60501", "60600", "60700" and "80001" through "99900", this field must be left blank, or a fatal error will be reported, unless the position is submitted as a vacant position or on leave.

If a code of "4", "5" or "6" is submitted in this field for assignment codes "000AX" through "00594", "60300" or "60400", code "11", "12", "13" or "53", or the appropriate credential type for a credentialed employee must be submitted in Field 17: Type of Credential.

If an assignment code of "000AX" through "00594", "60300" or "60400" is submitted for a assignment and a second assignment code of "60000" (except "60300" or "60400") through "99900" is submitted in Field 10, then Field 12: Funded Position Status and Field 17: Type of Credential must be edited for the assignment codes "000AX" through "00594", "60300" or "60400" only.

Reporting terminated employees or employees on leave

Employees on Leave: Report the appropriate code for the leave status in Field 12: Funded Position Status for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98", or "99" for the assignment code submitted in Field 10: School Assignment Data.

Terminated Employees: Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a code "9" in Field 12: Funded Position Status.

Note: Vacant positions. After each end-of-year submission, vacant funded positions will be expired and will not be repopulated for the fall submission.

Field 16: Highest Degree

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900".

This is the highest degree earned by the staff member being employed. For vacant positions created since the previous school year and not yet filled, use code "00".

- 00 None
- 01 High School Diploma or its equivalent
- 02 Associate Degree
- 03 Bachelor's Degree
- 04 Master's Degree
- 05 Specialist's Degree
- 06 Doctoral Degree
- 07 Juris Doctorate
- 08 Medical Degree
- 09 Other License, Credential, or Professional Degree
- 10 Obtained Paraprofessional Quality Standard on State Academic Assessment; Successful Completion of Work Keys Assessment

Programming edits: A value must be submitted in this field. If the code is out of range or the field is left blank, a fatal error will be reported. If a value of "1" has been submitted for Field 12: Funded Position Status, this field should be reported with code "00".

Field 17: Type of Credential

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900".

This is the type of credential held by the employee. If the position is one that requires a specific credential (assignment codes "000AX" through "00594"), report the required credential for the assignment code reported. If the staff member has two credentials (for example, general education and vocational), report the certificate that matches his/her reported position. If the credential has expired and an application for a new credential is in process, enter the credential pending status code "02". For vacant positions created since the previous school year and not yet filled, leave this field blank.

- 00 Credential not required or not applicable (e.g., School Social Worker, Physical Therapist)
- 01 Life
- 02 Pending
- 03 Elementary Provisional
- 04 Elementary Professional
- 05 Elementary Permanent
- 06 Secondary Provisional
- 07 Secondary Professional
- 08 Secondary Permanent
- 09 Two-Year Provisional Certificate
- 11 Permit, full-year
- 12 Permit, emergency
- 13 Permit, Section 1233b
- 14 Permit, 150 day (day-to-day sub)
- 15 Temporary Teacher Employment Authorization (one year)
- 16 Temporary School Counselor Authorization

- 17 Preliminary School Counselor Guidance Authorization
- 18 School Guidance Counselor License
- 21 Dual, provisional
- 22 Dual, professional
- 23 Dual, 18-hour continuing
- 24 Dual, 30-hour continuing
- 25 Dual, permanent
- 26 Dual, life
- 40 Elementary Continuing (30 hour)
- 41 Secondary Continuing (30 hour)
- 42 Elementary Continuing (18 hour)
- 43 Secondary Continuing (18 hour)
- 50 School Nurse Certificate (Interim)
- 51 School Nurse Certificate (Standard)
- 52 School Nurse Certificate (Professional)
- 53 Vocational Annual Authorization
- 54 Interim Occupational Certificate (Vocational Temporary Authorization)
- 55 Vocational Full Authorization
- 61 School Psychologist Certificate
- 62 Preliminary School Psychologist Certificate
- 63 Occupational Education
- 70 Special Education, Approval
- 71 Special Education, Emergency Approval
- 72 Certificate of Clinical Competency, Approval
- 73 Department of Defense Certificate (ROTC)
- 80 Vocational Annual Authorization – Credit Track
- 81 Vocational Annual Authorization – Adult Education
- 82 Vocational Annual Authorization – Day-to-Day Substitute
- 83 Vocational Annual Authorization – Less than Class Size
- 84 Vocational Annual Authorization – Long-Term Substitute
- 85 Vocational Annual Authorization – Renewal

Programming edits: A value must be submitted in this field. If an invalid code is used or if this field is left blank for assignment codes "000AX" through "99900", a fatal error is reported. For staff members with assignment codes "00310" through "00413" and "70000" through "99900" who are not required to hold a credential for the position, Field 17: Type of Credential may be coded "00". If a specific credential type is not submitted, "00" must be reported. Field 17 must be submitted with the appropriate credential type when a credential is required for the position. If code "97" or "98" is submitted in Field 25: Employment Status, then Field 17: Type of Credential cannot be reported with code "01", "04", "05", "07", "08", "22", "23", "24", "25", "26", "40", "41", "42", "43", "55", or "63" or a fatal error will be reported.

For assignment codes "000AX" through "00594", "60300" and "60400" [with the exception of codes "00310" through "00413" (excluding "00320" and "00384"), and "Y*014" or "Y*016" (bilingual paraprofessionals/aides, see pages 30-32)], a district cannot report code "00" (Credential Not Required) unless code "1" (i.e., vacant) is submitted in Field 12: Funded Position Status. If the assignment code is "60100", "60200", "60401", "60500", "60501", "60600", "60700", or "80001" through "99900", code "00" must be submitted or a fatal error will be reported.

Field 18: Date Credential Issued

Submission: December 1 & June 30

This field is optional. When reported the following definition and programming edits apply:
This field applies to all employees with assignment codes between "000AX" and "00594". This is the date that the staff member's credential, permit, approval or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank. All dates must appear in

the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

Programming edits: This field is optional and may be left blank. However, if data is submitted in this field, the following programming edits are in effect.

A fatal error is reported if this field contains a value and Field 17: Type of Credential contains code "00" or "02". The issue date must be after the date of birth and cannot be after the submission date.

Field 19: Date of Expiration of Credential Submission: December 1 & June 30

This field is optional. When reported the following definition and programming edits apply:

This field applies to all employees with assignment codes "000AX" through "00594", "60300" and "60400".

This is the expiration date of the staff member's certificate. Most certificate types in Field 17: Types of Credential must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: "00, 01, 02, 05, 08, 23-26, 40-43, 52, 55, 70, and 72". For certificates without expiration dates, this field can be left blank. For vacant positions created since the previous school year and not yet filled, leave this field blank.

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

Programming edits: This field is optional and may be left blank. However, if data in the field is submitted, the following programming edits are in effect.

If an issue date is submitted in Field 18, then an expiration date must be reported for all certificates, approvals, and permits except types "00, 01, 02, 05, 08, 23, 24, 25, 26, 40, 41, 42, 43, 52, 55, 70, and 72". If an expiration date is not given for those required codes, a fatal error will be reported, unless Field 12: Funded Position Status contains code "1" (i.e., vacant). The date of expiration cannot be before the date of issuance and cannot exceed 20 years from the date of issue.

Field 29: Michigan Sponsoring Institution – New Teachers Only

Field 30: Non-Michigan Sponsoring Institution – New Teachers Only

Districts are required to submit data in either Field 29 or Field 30 for teachers in their first three years of employment in the profession of teaching. Either Field 29 or Field 30 must be reported for assignment codes "000AX" through "00594", "60300" and "60400" when a code of "97" or "98" (new teacher) is reported in Field 25: Employment Status. Reporting of these fields is optional for staff members with assignment codes "000AX" through "00594", "60300" and "60400" who are not in their first three years of employment in the profession of teaching. Report the six-digit code in Field 29 or the valid two-digit

code for Field 30 for the institution that recommended the teacher for the initial certification (provisional certificate or temporary vocational authorization). For assignment codes "60100", "60200", "60401", "60500", "60501", "60600", "60700" and "70000" through "99900", these fields may be left blank in both the REP Single Submission Online Application and in a Bulk Upload file.

Refer to the current submission cycle version of the REP Data Field Descriptions on the CEPI Web site for a complete listing of the valid codes for these fields at <http://mi.gov/cepi>. Click on "CEPI Applications" (formerly MEIS Data Services), and then click on "Registry of Educational Personnel."

Professional Development Hours

Professional Development Data	
(24) Hours of Professional Development	
School Improvement Plan:	<input type="text" value="0"/>
Mentoring:	<input type="text" value="0"/>
Workshops or Conferences:	<input type="text" value="0"/>
Coursework:	<input type="text" value="0"/>
Highly Qualified Status:	<input type="text" value="0"/>
State-level or Institution of Higher Education Content:	<input type="text" value="0"/>
Virtual Learning:	<input type="text" value="0"/>
Administrator Continuing Education:	<input type="text" value="0"/>
Instructional Technology:	<input type="text" value="0"/>

Field 24: Hours of Professional Development

Submission: June 30

This field applies to assignment codes with numbers between "000AX" through "00594" and "70000" through "79999".

NOTE: For specific information regarding the professional development categories, refer to the Data Field Descriptions – Field 24: Hours of Professional Development.

Definition: Indicate the number of hours by the type(s) of professional development in which this employee participated during the school year (July 1 to June 30). For vacant positions created since the previous school year and not yet filled, leave this field blank. For teachers, this field is used to determine to what extent the employee has engaged in district-supported as well as independent professional development, including that specified within Section 380.1526 and/or 380.1527 of the Michigan Compiled Laws (MCL). For administrators, this field is used to determine to what extent the administrator has engaged in professional development as required by Section 380.1246 of the MCL.

Professional development information, as it relates to highly qualified teachers and principals, is needed in part to document Michigan's progress toward high standards as defined by the *No Child Left Behind Act of 2001*. Consider ongoing, structured and documented professional learning opportunities such as curriculum development, peer coaching, technology training, analyzing student work, online learning, learning to work with parents and small collegial study groups. Include in these hours time devoted to follow-up of previous professional development. If a professional learning opportunity falls into two categories, choose the primary one.

For information regarding the submission of professional development data and/or MCL Section 1526 or MCL Section 1527: contact Bonnie Rockafellow at 517-373-7861 (RockafellowB@michigan.gov) or Donna L. Hamilton, 517-241-4546, (hamiltond3@michigan.gov). Further professional development information can be found at www.michigan.gov/mde, under the Office of Professional Preparation Services section.

Programming edits: A value must be submitted for this field. If no professional development was completed or required, report zeros. For any professional development category (nine categories) that is not submitted with specific hours, report zeros or a fatal error is reported.

Field 27: Personnel Identification Code (PIC)

The PIC is produced by the Michigan Education Information System (MEIS). The PIC appears at the top of the online submission screen for records that were previously submitted. For new record submissions, the PIC will be assigned when the record is saved. (Although not required, it is recommended that this field be submitted in the Bulk Upload process to ensure the validity of the record.)

Programming edits: Before entering the PIC, verify that the Social Security number or credential number, last name, first name, and date of birth are valid, or a fatal error will be reported. If the PIC is submitted, and the last name, first name, date of birth, and gender do not match what is currently in the database, a fatal error will be reported.

REP | Personnel Submitted

Instructions

This report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

To learn how to update a personnel record, read the instructions.

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Happy Valley Public Schools

Records updated for this submission cycle: 27
Records not updated for this submission cycle: 23

Personnel Search

PIC: GO First Name:
SSN: GO Last Name: GO

☒ Show all records
☐ Show only the records that have been updated for this submission (✓)
☐ Show only the records that have NOT been updated for this submission (✗)

Go To Page 1 of 1 [GO] Next >>

AB C D E F G H I J K L M N O P Q R S T U V W X Y Z (ALL)

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submission Form

(1) Date of Count: 6/30/2010 Options: Use Non-Instructional form GO
(2) ISD/ESA: Eaton ISD (23)
(3) District: Pottsville Public Schools (23090)
Last Updated: 3/3/2010 via Single Submission print

Employee Data

(27) PIC: 988888
(5) First Name:
(6) Middle Name:
(4) Last Name:
(13) Date of Birth: / /
(7) Social Security Number: (xxxxxyzzzz)
(8) Credential License Number:

Saving a Record/Updating a Record

After all data are entered for a record, click on "Submit REP Data for this Employee." The data will then be error-checked and either:

- 1) Saved as a valid record;
OR
- 2) Reported with an error message(s).

Submit REP Data for this Employee

You must click this button to submit this employee's data to the REP database

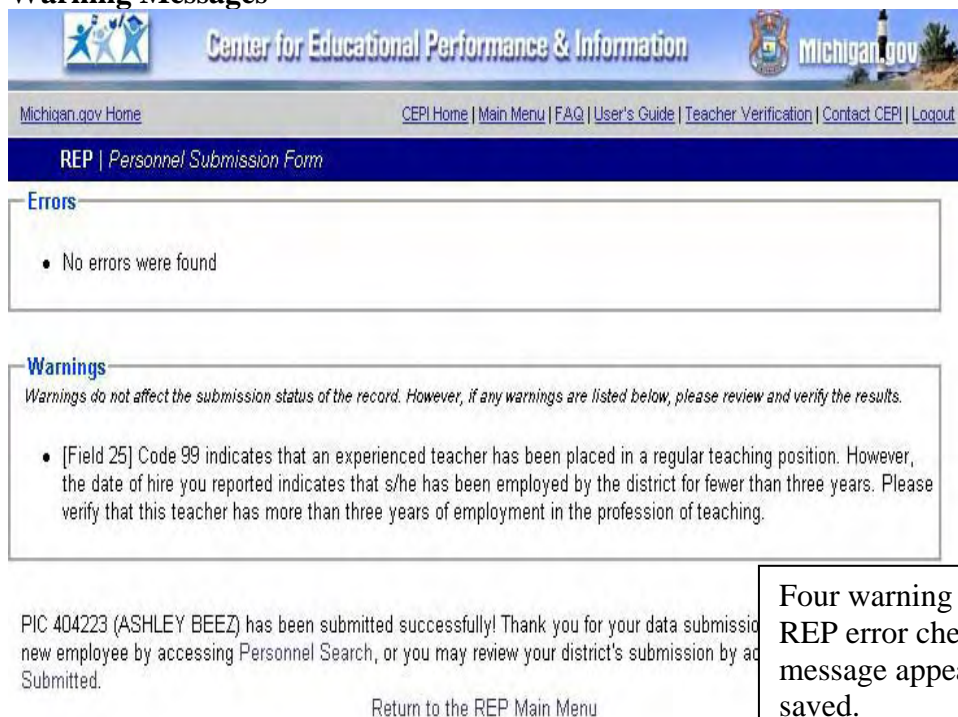
Saved as Valid Record

If the data entered produces a valid record, the following screen will appear:

The screenshot shows the CEPI Michigan.gov website. The header includes the CEPI logo, the text "Center for Educational Performance & Information", and the Michigan.gov logo. Below the header is a navigation bar with links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. The main content area is titled "REP | Personnel Submission Form". It contains two sections: "Errors" and "Warnings". The "Errors" section shows "No errors were found". The "Warnings" section shows "No warnings were found". Below these sections is a message: "PIC 404222 (JIM BEEZ) has been submitted successfully! Thank you for your data submission. You may submit a new employee by accessing Personnel Search, or you may review your district's submission by accessing Personnel Submitted." At the bottom of the message is a link: "Return to the REP Main Menu".

You may either click on [Personnel Submitted](#) to view a listing of all of your district's personnel previously submitted, click on [Personnel Search](#) to add a new record, or click on [Return to the REP Main Menu](#) to return to the main menu for other options.

Warning Messages



Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submission Form

Errors

- No errors were found

Warnings

Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.

- [Field 25] Code 99 indicates that an experienced teacher has been placed in a regular teaching position. However, the date of hire you reported indicates that s/he has been employed by the district for fewer than three years. Please verify that this teacher has more than three years of employment in the profession of teaching.

PIC 404223 (ASHLEY BEEZ) has been submitted successfully! Thank you for your data submission. You can view your new employee by accessing Personnel Search, or you may review your district's submission by accessing Submitted.

[Return to the REP Main Menu](#)

Four warning messages may appear in the REP error check report. When a warning message appears, your record will still be saved.

Warning Messages

Field 10 - School Code or School Assignment

At least one of the school/facility codes reported for (first name, last name) is foreign to the district number of the authorized user. The staff member was reported in (school/facility code, district name, district code). Please verify that this staff member does work in the school/facility reported.

Field 15 - Racial/Ethnic

The racial/ethnic code reported for this employee is different from the code reported for this employee in a prior submission. Please verify that the racial/ethnic code reported is valid for this employee.

Field 25 – Employment Status: Code 97 New Teacher

Code 97 indicates that this teacher is in his/her first three years of employment in the profession of teaching. However, the date of hire you reported indicates that s/he has been employed by this district for longer than three years. Please verify that this teacher is in his/her first three years of employment in the profession of teaching.

Field 25 – Employment Status: Code 99

Code 99 indicates that this is an experienced teacher placed in a regular teaching position. However, the date of hire you reported indicates that s/he has been employed by the district for less than three years. Please verify that this teacher has more than three years of employment in the profession of teaching.

Invalid Record

If the data entered produces an invalid record, an Error Message Report will appear. The following illustrates a sample Error Message Report:

The screenshot shows the CEPI Michigan.gov website. The header includes the CEPI logo and the text "Center for Educational Performance & Information". Below the header is a navigation bar with links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. The main content area is titled "REP | Personnel Submission Form". It contains two sections: "Errors" and "Warnings".

Errors

- [Field 4] Last Name, a required field, is missing.
- [Field 12] For personnel with valid Assignment Codes (Field 10) 000AX-79999, the Funded Position Status Code is required.
- [Field 25] Employment Status, a required field, is missing.

Warnings

Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.

- No warnings were found

At the bottom of the form, there is a link: [Return to the Personnel Detail form to correct the errors](#)

To make the necessary edits on the record, click on [Return to the Personnel Detail form to correct the errors](#). You will then be directed to the Online Application entry form to make the corrections. Once all errors have been edited, click on "**Submit REP Data for this Employee**" once again. If the record is error-free, it will then be saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. All errors must be corrected to save a record.

When the record is saved as a valid record, the following screen will appear:

The screenshot shows the CEPI Michigan.gov website after a successful submission. The header and navigation bar are the same as in the previous screenshot. The main content area is titled "REP | Personnel Submission Form". It contains two sections: "Errors" and "Warnings".

Errors

- No errors were found

Warnings

Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.

- No warnings were found

Below the warnings section, there is a message: "PIC XXXXXXXX John Wayne has been submitted successfully!". To the left of this message is a "print" button. Below the message is a "Thank you for your data submission. You may submit a new employee by accessing Personnel Search, or you may review your district's submission by accessing Personnel Submitted." and a link: [Return to the REP Main Menu](#).

Three blue arrows point from a text box on the right to the three options: "Personnel Search", "Personnel Submitted", and "Return to REP Main Menu".

When a valid record is submitted, three options are available:

- Personnel Search:** Returns to the Submit New Personnel screen.
- Personnel Submitted:** Returns to the Personnel Submitted Report.
- Return to REP Main Menu**

Personnel Submitted Report – Search Tools

Search tools have been added to the Personnel Submitted Report that will allow districts to search for individual employee records. During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. To assist districts with easy record retrieval, several record search features have been added to the Personnel Submitted Report. These features will allow districts to access individual records quickly.

Go to the Main Menu. Click on "Personnel Submitted."



Districts may search by PIC, Name, Social Security Number, or by clicking on a letter to find a group of names within the alphabetic listing. After you click on "Personnel Submitted" on the REP Main Menu, the following screen will appear: (next page)

REP | Personnel Submitted

Instructions

This report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

To learn how to update a personnel record, read the [instructions](#).

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Happy Valley Public Schools

Records updated for this submission cycle: 27
Records not updated for this submission cycle: 23

Personnel Search

PIC: <input type="text"/>	<input type="button" value="GO"/>	First Name: <input type="text"/>
SSN: <input type="text"/>	<input type="button" value="GO"/>	Last Name: <input type="text"/>
<input checked="" type="radio"/> Show all records <input type="radio"/> Show only the records that have been updated for this submission (✓) <input type="radio"/> Show only the records that have NOT been updated for this submission (✗)		

<< Previous

Go To Page of 1 [\[GO\]](#)

Next >>

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z (ALL)

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
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Search Choices: Districts have several choices to search for employees within their REP files.

View Updated, Non-Updated, or All Records: Click on the radio button for the list of records desired.

Search by Page: Enter the page number desired in the "Go To Page" Box and click on the "Go" button.

Search by Letter Group: Click on the letter desired. A complete list of all staff members whose names begin with the last letter selected will be provided.

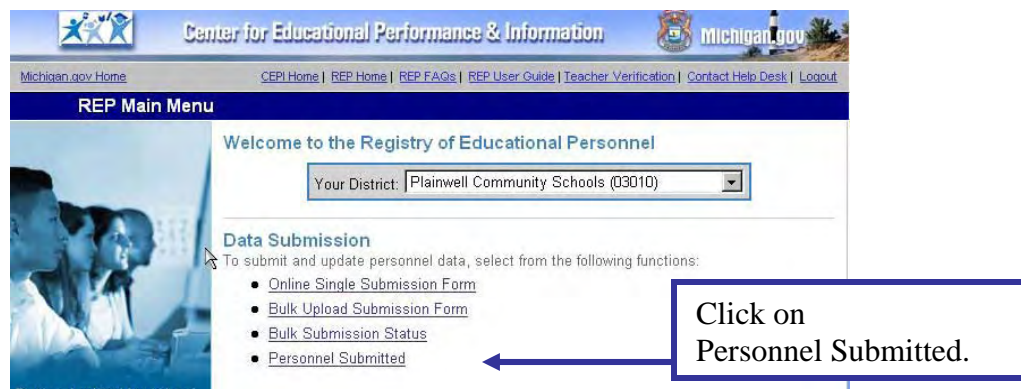
Search by PIC: Enter the PIC number of the staff member in the "Search by PIC" box. Click on the "Go" button to the right of the entry box. The PIC, Last Name, First Name, Middle Name (if available) Date of Birth and Gender will be provided. Click on the PIC number to assess the record for the individual.

Search by Social Security Number (SSN): Enter the SSN of the staff member in the "Search by SSN" box. Click on the "Go" button to the right of the entry box. The PIC, Last Name, First Name, Middle Name (if available) Date of Birth and Gender will be provided. Click on the PIC number to assess the record for the individual.

Search by Name: Enter the first name and last name of the staff member in the "Search by Name" box. Click on the "Go" button to the right of the entry box. The PIC, Last Name, First Name, Middle Name (if available) Date of Birth and Gender will be provided. Click on the PIC number to assess the record for the individual.

Update/Verify a Record

During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the Main Menu. Click on the "Personnel Submitted" under the heading Data Submission.



The following Personnel Submitted Report will appear, showing a list of the employees who have been previously submitted by your district to the REP. During each submission cycle of the REP, the district must update each record and verify that the data previously submitted are still valid. After each personnel record has been verified and/or updated for the current collection period, the Submission Status column will show a green check mark (✓). If the personnel record is awaiting verification for the current submission cycle, the Submission Status column will show a red "x" (✗). When a new personnel record is successfully added to the REP, the Submission Status column for that record will automatically show a green check mark (✓).

When all of the personnel records have been submitted for your district and there is a check mark (✓) next to each personnel record, your REP submission is complete.

To begin the record verification for the district's personnel, click on the PIC for the employee you wish to update or verify. The REP Application screen will appear with the employee's previously submitted data.

The screenshot shows the 'REP | Personnel Submitted' report for 'Happy Valley Public Schools'. It includes a table with columns: Sub. Status, PIC, Last Name, First Name, Middle Name, Date of Birth, and Gender. The first row shows a record with a green check mark in the 'Sub. Status' column and the PIC '404187'. A blue box with an arrow points to this row, with the text 'Verified/updated record'. Another blue box with an arrow points to the 'PIC' column header, with the text 'Click on PIC to retrieve record.' A third blue box with an arrow points to the 'Show only the records that have been updated for this submission (✓)' radio button, with the text 'To learn more about how to verify/update a record, click here.'

Instructions

This report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

To learn how to update a personnel record, read the instructions.

Icon Legend

✓ Personnel record updated for the submission cycle.
✗ Personnel record not updated for the submission cycle.
Note: When all personnel

Happy Valley Public Schools

Records updated for this submission cycle: 27
Records not updated for this submission cycle: 23

Personnel Search

PIC: [] GO First Name: []
SSN: [] GO Last Name: [] GO

☒ Show all records
☐ Show only the records that have been updated for this submission (✓)
☐ Show only the records that have NOT been updated for this submission (✗)

<< Previous Go To Page 1 of 1 [GO] Next >>

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
✓	404187	ALEXANDER	SHAWN		9/15/1976	M

After the employee record is updated or verified, click on **"Submit REP Data for this Employee"** at the bottom of the submission screen.

If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.

Help Window -- Information Regarding Personnel Update Instructions

The screenshot shows a web browser window titled "CEPI - REP Help & Support - Mic...". The main content area contains the following text:

To update a record, click on the PIC number button of the personnel record under the PIC column. The employee's complete personnel record will then appear. Update any necessary data for the employee's record and click 'Submit REP Data for this Employee'. The record will then be updated for the current collection cycle and the Submission Status column will now show a green check mark (✓) next to that record.

If there are no changes to be made to the record, click on 'Submit REP Data for this Employee' to update the employee's record for the current collection cycle and the Submission Status column will now show a green check mark (✓) next to that record.

At the bottom of the window, there is a link: [Click here to close this window](#).

Two blue boxes with arrows point to specific parts of the window:

- A box on the right side of the window contains the text: "Information regarding verification of a record". An arrow points from this box to the text "Update any necessary data for the employee's record".
- A box at the bottom right of the window contains the text: "Click here to return to Personnel Submitted Screen." An arrow points from this box to the link "Click here to close this window".

Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your district for each submission cycle, as well as those employees who were reported in a previous submission and were not updated/verified. This report can be found on the Main Menu of the REP Single Submission Online Application. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all employees previously submitted have red "Xs" next to their names. After a record has been updated/verified, the red "X" changes to a green "check mark." When all employees have green "check marks" in the Personnel Submitted Report, and all new personnel have been submitted, your submission is complete.

There are two items in the report heading of the Personnel Submitted Report that you should check carefully to determine that all of your previously submitted records have been updated:

1. Records updated for this submission cycle. Total
2. Records not yet updated for this submission cycle. Total

Be sure that the total for No. 2 is "0" by the due date for each submission cycle.

If an individual has left your district, you must terminate the record by reporting all the required fields for the assignment code. In Field 25: Employment Status, report the reason for the termination and in Field 26: Date of Termination/Separation of Employment, report the date of termination.

Deleting a Record

Records may only be deleted from the REP database by CEPI personnel. Only those records for individuals who have never worked for your district or duplicate records may be deleted from your file.

To request to have a record deleted from your file, you must do the following:

1. Send an e-mail message to CEPI@michigan.gov.
2. Subject line: REMOVE EMPLOYEE.
3. Message: District name and district number followed by the employee's PIC number and name. Include a district contact name and phone number.
4. A Help Ticket will be created for you, and the employee(s) will be removed from your district by CEPI.
5. Note: If you are requesting removal of a duplicate record, the first record submitted by your district will be retained in your REP file.

Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your district or for duplicate records.

If you request to delete a record that should not have been removed from your file, you will be required to resubmit that record.

Bulk Submission/Upload REP Data

The bulk submission component is commonly used by districts with personnel management systems. Personnel records are extracted as one large data file and then uploaded in a single process called bulk upload.

Bulk Submission/Update REP Data

The bulk submission file must be formatted as described in the Record Layout Section of the REP Data Field Descriptions. When the file is ready to be uploaded to CEPI, the district may do so through the REP Application online. All files submitted to the bulk upload must end with **.txt**. Files submitted with any other extension will be rejected and not processed. When submitting a file, be sure to enter your complete e-mail address and the path and file name to upload. Use the Browse button to locate your file. After the

e-mail address and file name are entered, click on . After the file is submitted, a confirmation e-mail message will be sent to the e-mail address provided.

The screenshot shows the 'REP | Bulk File Upload' page. On the left, an 'Instructions' box states: 'Use 6/30/2010 as the date of count in all bulk upload files for the EOY 2010 Submission.' It also lists file format requirements (plain text, .txt extension) and submission rules. The main area is titled 'Upload a Registry of Educational Personnel'. It contains a form with the following elements:

- A text input field for 'Enter the e-mail address that CEPI should use to notify you when the file is processed:'. An annotation box points to it with the text 'Enter the e-mail address here.'
- A 'Note' about email system issues.
- A text input field for 'Enter the path and file name to upload:'. An annotation box points to the 'Browse...' button next to it with the text 'Click on the browse button to locate your path and file name.'
- An 'Important!' section stating that a complete file path must be included and recommending the 'Browse' option.
- An example file path: 'C:\My Documents\MyRep.txt'.
- An 'Upload REP File' button. An annotation box points to it with the text 'Click to upload file.'

Bulk Submission Status

After the file has been submitted via the REP Bulk Upload Application, it will be added to the queue. Once the file has been processed, an e-mail message will be sent to the e-mail address that was entered. Files are processed in the order received.

The screenshot shows the 'REP | Main Menu' page. It features a 'Welcome to the Registry of Educational Personnel' header for 'Happy Valley Public Schools'. Below this is a 'Set/Change Entity' section with a dropdown menu and a 'Set' button. The 'Data Submission' section lists the following functions:

- Online Single Submission
- Bulk Upload File Submission
- Bulk File Submission Status
- Personnel Submitted

An annotation box points to the 'Bulk File Submission Status' link with the text 'Click here.'

After a file is processed, the district will be able to obtain an error report that lists any errors in the file. To obtain the error report, click on "Bulk Submission Status" on the Main Menu of the REP Application. If the error report does not contain any error messages, all records in the file were processed correctly.

The following screen will appear:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Bulk File Status

File Status

- Queued** means that your file has been received and is awaiting processing.
- Processing** means that your file is currently being processed.
- Completed** means that your file has been processed and you can review your file status report by clicking on the date and time the file was uploaded.

Example of a **Queued** or **Processing** file:
6/17/2006 2:30 PM

Example of a **Completed** file:
6/17/2006 2:30 PM

Filter Results

Search for uploaded files using the criteria below:

District: GO

MEIS: GO

View Your Bulk Upload File

The table below lists the dates and times that your district has uploaded a file via the REP Bulk Submission. It also lists the status of each of those files. After the file has finished processing, the date and time will become an active hyperlink (blue text).

- Click on the hyperlink to retrieve your REP Error Report. Two options are available for reviewing the file:
 - Choose "Open" to view the file in your default application for reading text files (e.g., Notepad).
 - Choose "Save" to save the text file to your hard drive.
- If your report lists records with errors, correct your source file and re-upload.
- If the report for your batch is error-free, you will see the following message: "NO ERRORS FOUND. All records submitted in this file have been successfully processed and saved. YOUR REP SUBMISSION IS NOT COMPLETE until you review your 'Personnel Submitted Report.'"
- Access your [Personnel Submitted](#) from the REP Main Menu and verify that all records (new and previously submitted) have been updated.

Date Uploaded	District	MEIS Account	Uploaded By	File Size	Status
2/20/2008 2:22:08 PM	23090				
2/19/2008 9:00:25 AM	23090				
2/19/2008 9:00:14 AM	23090				
2/19/2008 8:59:56 AM	23090				
2/19/2008 8:59:30 AM	23090				
2/19/2008 8:59:17 AM	23090				

Access your Personnel Submitted Report to review your records' status.

The active hyperlink will appear here.

REP Reports

A new section has been added to the REP Reports. In addition to the Personnel Submitted Report and the four reports listed below, district submission reports are available.

Reports

To view a report or download personnel data, select from the

- Summary by District
- Complete Summary by District
- Download REP Data File
- Employee Listing by District
- REP Submission Reports

Reports – Click on the report you wish to access.

Click on the Submission Reports link to access the list of reports.

The following four reports include data regarding the current submission cycle. Reports three and four provide data that may be downloaded and utilized by the district.

- 1) Summary by District
- 2) Complete Summary by District
- 3) Download REP Data File
- 4) Employee Listing by District.

Summary by District

This report shows the total number of records submitted by each district in the state of Michigan during the current submission.

REP | District Submission Summary

The table below shows all of the districts in the state of Michigan that have submitted at least one record during the current collection cycle. It also shows the number of records that each district has submitted.

District Code	Current Collection Count
02010	29
23060	1
23090	81
33020	1
41010	9
58010	15
71080	1

Complete Summary by District

This table shows the submission summary of all of the districts in the state of Michigan.

Center for Educational Performance & Information					
Michigan.gov Home CEPI Home REP Home REP FAQs REP User Guide Teacher Verification Contact Help Desk Logout					
REP Submission Summary					
The table below shows the submission summary of all of the districts in the state of Michigan. The "Total Count" column lists the number of active records that have been submitted by the district, while the "Current Collection Count" column lists only the number of active records that have been submitted/updated during the current collection cycle.					
You may sort the records in the table by clicking on the column headers.					
District Name	ISD	District Code	Total Count	Current Collection Count	Outstanding Collection Count
Alcona Community Schools	04	01010	0	0	0
AuTrain-Onota Public Schools	52	02010	0	0	0
Burt Township School District	52	02020	0	0	0
Munising Public Schools	52	02070	0	0	0
Superior Central Schools	52	02080	0	0	0
Allegan ISD	03	03000	0	0	0

Download REP Data File

This selection will provide a downloadable XML file of the data submitted to the REP for the submission cycles beginning with the Fall 2003 REP Submission.

CEPI has received requests from districts to provide a method to download the REP data that each district has successfully submitted to CEPI. As a result of this request, CEPI has provided an option to download a REP data file. The downloadable data file will be in XML format (.xml file extension). XML is a structured computer language that is used to store data in a text-formatted file. This file may be opened in any text editor program (e.g., Notepad, Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer, Netscape). It may also be imported to a Microsoft Access database or opened in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to allow your district to have a permanent record of the data that it has successfully submitted to CEPI at any given time.

Steps to "Download REP Data File"

To download a personnel data file, follow these steps:

1. Select "Download REP Data File" under the heading Reports on the REP Main Menu.

Reports

To view a report or download personnel data, select from the following options:

- Summary by District
- Complete Summary by District
- Download REP Data File
- Employee Listing by District
- REP Submission Reports

Click here.

2. Select the submission cycle from the drop-down list.
3. Click on "Download XML File" and save the file to your computer.



Click here to access a specific submission cycle.

Click here to download the XML file.

4. View the XML file via an Internet browser such as Internet Explorer or import the file via software such as Microsoft Excel or a Microsoft Access Database.

The XML data file layout

The layout below will be used primarily by developers and IT staff members to gain an understanding of how the REP data is stored in the XML file. A brief description of the data contained in each field is given to the right of the field. The layout is as follows:

<Record pic=" name=">	
<DateOfCount />	- Date (mm/dd/yyyy)
<Isd />	- Text (NN)
<District />	- Text (NNNNN)
<LastName />	- Text
<FirstName />	- Text
<MiddleName />	- Text
<SocialSecurityNumber />	- Text (NNNNNNNNN)
<CredentialLicenseNumber />	- Text
<DateOfHire />	- Date (mm/dd/yyyy)
<SchoolAssignment>	
<PIC />	- Numeric
<SchoolCode />	- Text (NNNNN)
<AssignmentCode />	- Text (NNNNN or NNNA)
<GradeRK />	- Boolean (0 or 1)
<GradeK />	- Boolean (0 or 1)
<Grade1 />	- Boolean (0 or 1)
<Grade2 />	- Boolean (0 or 1)
<Grade3 />	- Boolean (0 or 1)
<Grade4 />	- Boolean (0 or 1)
<Grade5 />	- Boolean (0 or 1)
<Grade6 />	- Boolean (0 or 1)
<Grade7 />	- Boolean (0 or 1)
<Grade8 />	- Boolean (0 or 1)
<Grade9 />	- Boolean (0 or 1)
<Grade10 />	- Boolean (0 or 1)
<Grade11 />	- Boolean (0 or 1)
<Grade12 />	- Boolean (0 or 1)
<AltEd />	- Boolean (0 or 1)
<SpEd />	- Boolean (0 or 1)
<AdultEd />	- Boolean (0 or 1)
<ECPP />	- Boolean (0 or 1)
<CTEd />	- Boolean (0 or 1)
<StateAg />	- Boolean (0 or 1)
<EOEI />	- Boolean (0 or 1)
<Admin />	- Boolean (0 or 1)
<Fte />	- Numeric (N.NN)
<Wage />	- Numeric (NNN.NN)
<AccountingCode />	- Text (NNN)
<HighlyQualified />	- Numeric (N)
<AcademicMajor />	- Numeric (N)
<AcademicMinor />	- Numeric (N)
<Administrator />	- Numeric (N)
<ClassesTaught />	- Numeric (N)
</SchoolAssignment>	
<PartATeachers />	- Text (NNN)
<FundedPositionStatus />	- Text (N)
<DateOfBirth />	- Date (mm/dd/yyyy)
<GenderCode />	- Text (A)
<RacialEthnic>	
<RacialEthnicCode1 />	- Boolean (0 or 1)
<RacialEthnicCode2 />	- Boolean (0 or 1)
<RacialEthnicCode3 />	- Boolean (0 or 1)
<RacialEthnicCode4 />	- Boolean (0 or 1)
<RacialEthnicCode5 />	- Boolean (0 or 1)
<RacialEthnicCode6 />	- Boolean (0 or 1)
</RacialEthnic>	

```

<HighestEducationLevel />      - Text (NN)
<TypeOfCredential />           - Text (NN)
<DateCredentialIssued />       - Date (mm/dd/yyyy)
<DateOfExpirationOfCredential /> - Date (mm/dd/yyyy)
<HoursOfProfessionalDevelopment>
    <ProvDevCode1 />           - Numeric (NNN)
    <ProvDevCode2 />           - Numeric (NNN)
    <ProvDevCode3 />           - Numeric (NNN)
    <ProvDevCode4 />           - Numeric (NNN)
    <ProvDevCode6 />           - Numeric (NNN)
    <ProvDevCode7 />           - Numeric (NNN)
    <ProvDevCode8 />           - Numeric (NNN)
</HoursOfProfessionalDevelopment>
<EmploymentStatus />          - Text (NN)
<DateOfTermination />         - Date (mm/dd/yyyy)
<Pic />                        - Numeric
<AnnualSalary />              - Numeric (NNNNNN)
<MichiganInstitution />        - Text (NNNNNN)
<NonMichiganInstitution />     - Text (NN)
</Record>
    
```

Using Microsoft Access to View the XML Data File

This XML file may be imported into a Microsoft Access XP database, if desired. Please note that this will only work with Microsoft Access version XP or higher. These instructions will not work with Access 2000 or below. To import your REP XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data" and then select "Import...".
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type". Scroll down through that list and select the "XML Documents" option.
5. Locate the saved REP XML file on your computer, select that file, and click the "Import" button.
6. The Import XML dialog box will appear. It should contain four tables: ProfessionalDevelopment, RacialEthnic, EmploymentData, and SchoolAssignment. Click "OK".

You should get a message box that says "Finished importing document..." Click "OK" and your Access XP database will be set up and contain your district's REP data.

Information on the table structure: The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, SSN, etc. The ProfessionalDevelopment table contains professional development information. The RacialEthnic table contains the racial/ethnic codes and values (refer to the REP Data Field Descriptions for an explanation of the codes). The SchoolAssignment table contains the personnel assignment data, such as the assignment code, grade settings, FTE, etc. A relationship may be set up among these four tables based on the PIC field, which is contained in each table. Complete personnel information can be found by using this relationship. For example, to find the hours of professional development for John Doe, find the PIC for John Doe in the EmploymentData table, and then find that PIC number in the ProfessionalDevelopment table. The row you find will contain the professional development data for John Doe.

Using Microsoft Excel to View the XML Data File

The XML data file may also be opened with Microsoft Excel XP. Please note that this will only work with Microsoft Excel version XP or higher. These instructions will not work with Excel 2000 or below. To open your REP XML data file in Excel XP, simply follow these steps:

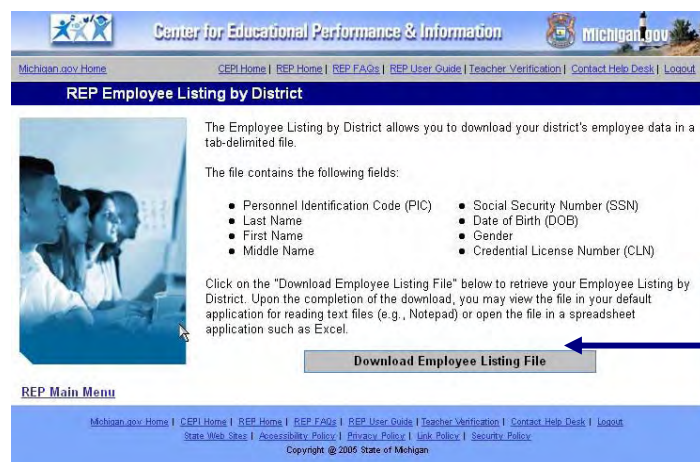
1. Start Microsoft Excel XP.
2. Under the File menu, select the "Open..." option.
3. In the Open dialog box that appears, find the drop-down list at the bottom labeled "Files of type": Scroll down through that list and select the "XML Files" option.
4. Locate the saved REP XML file on your computer, select that file, and click the "Open" button.

The format will vary depending on the contents of your XML data file, but the fields will be labeled appropriately.

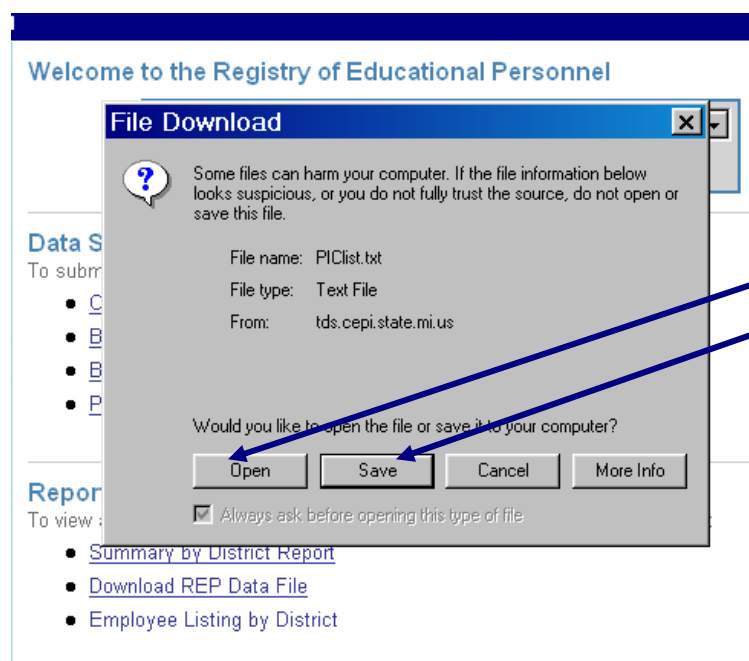
Employee Listing by District

This report lists employees for whom records were successfully submitted by the district. This list file is tab-delimited and the format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Social Security Number (SSN), Date of Birth (DOB), Gender, and Credential License Number (CLN).

The following information screen will appear when you click on "Employee Listing by District":



The [File Download](#) will appear when you click on [Download Employee Listing File](#).



You may *open* the file or, *save* it to your computer. The file may be opened in software such as Excel or Notepad.

REP Submission Reports – District & School/Facility Level

The REP Submission Reports will allow districts to access and review data concerning the current submission. The reports are populated as the data are submitted so that up-to-the-minute totals will be available for the district review. District users may print and review reports at any time during the submission, and are strongly encouraged to do so prior to finalizing the submission process. District- and school/facility-level reports are available.

FTE by Accounting/Function Code

This report provides the total full-time equivalency (FTE) reported for each accounting/function code by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff, and Facilities Acquisition.

FTE by Accounting/Function Code Comparison

This report provides a district-level comparison of the total FTE reported for staff members' accounting/function codes between the EOY 2009 and EOY 2010 REP submissions. The total FTE reported for each accounting/function code is listed by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff, and Facilities Acquisition.

Professional Development Hours

This report provides the total number of hours of professional development for teachers by category as reported in Field 24: Hours of Professional Development.

Assignment Code Summary

This report provides a listing of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment. The report is divided into staff groups.

Assignment Code Comparison

This report provides a district-level comparison of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment code between the EOY 2009 and EOY 2010 REP submissions. The report is divided into staff groups: Administrative Staff, Instructional Staff - General Education Core Academic Subject Areas, Instructional Staff - General Education Non-Core Academic Subject Areas, Non-Instructional Staff, Day-to-Day Substitute Staff and Paraprofessionals/Aides.

Highly Qualified Status Report (Core Academic Assignments Only)

This report provides the highly qualified status of core academic teachers and the Title I paraprofessionals/aides. It also provides a list of those staff members reported as not highly qualified.

Overall Summary of Data Submission

This report provides summary data regarding the district's submission by specific categories: Employee Staff Groups; Exit Status; Number of Schools/Facilities Reported, etc.

Position Status Report

This report provides the position status of all teachers and administrators as reported in Field 12: Funded Position Status.

Exiting, Current and New Staff Report

This report provides the employment status of all employees, exiting, current and new teaching staff as reported in Field 25: Employment Status.

Personnel Assigned to School/Facility in another District

This report provides a listing of staff members who are reported in schools/facilities not identified in the Educational Entity Master (EEM) as assigned to the reporting district.

Personnel Headcount by School/Facility Within District

This report provides a headcount of all staff members reported in schools/facilities within the specified reporting district where the schools/facilities are listed in the Educational Entity Master (EEM) with an “open-active” status. Any school/facility that does not have personnel submitted will be highlighted.

To access a report, click on the following link on the REP Main Menu:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Main Menu

Welcome to the Registry of Educational Personnel

My District: Happy Valley Public Schools (23090) ▼

Data Submission
To submit and update personnel data, select from the following functions:

- Online Single Submission
- Bulk Upload File Submission
- Bulk File Submission Status
- Personnel Submitted

Reports
To view a report or download personnel data, select from the following options:

- Summary by District
- Complete Summary by District
- Download REP Data File
- Employee Listing by District
- **REP Submission Reports**

Credential Data Exchange
To obtain teacher credential numbers, select from the following functions:

- Upload Credential Request File
- Credential Request Status

Step 1: Click here to access reports

Data submitted by school districts via the Registry of Educational Personnel (REP) are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

The following page will appear:

REP Submission Reports

Submission Cycle:	EOY 2010 ▼
District or School/Facility:	Grand Rapids Public Schools ▼

Assignment Code Comparison

This report provides a district-level comparison of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment code between the EOY 2009 and EOY 2010 REP submission. The report is divided into staff groups: Administrative Staff, Instructional Staff - General Education Core Academic Subject Areas, Instructional Staff - General Education Non-Core Academic Subject Areas, Non-Instructional Staff, Day-to-Day Substitute Staff and Paraprofessionals/Aides.

Assignment Code Summary

This report provides a listing of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment. The report is divided into staff groups.

Exiting, Current and New Staff Report

This report provides the employment status of all employees, exiting, current and new teaching staff as reported in Field 25: Employment Status.

FTE by Accounting/Function Code

This report provides the total FTE reported for each accounting/function code by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff, and Facilities Acquisition.

FTE by Accounting/Function Code Comparison

This report provides a district-level comparison of the total full-time equivalency (FTE) reported for staff members' accounting/function codes between the EOY 2009 and EOY 2010 REP submission. The total FTE reported for each accounting/function code is listed by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff, and Facilities Acquisition.

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This report provides the highly qualified status of core academic teachers and the Title I paraprofessionals/aides. It also provides a list of those staff members reported as not highly qualified.

Overall Summary of Data Submission

This report provides summary data regarding the district's submission by specific categories: Employee Staff Groups; Exit Status; Number of Schools/Facilities Reported, etc.

Personnel Assigned to School/Facility in Another District

This report provides a listing of staff members who are reported in schools/facilities not identified in the Educational Entity Master (EEM) as assigned to the reporting district.

Personnel Headcount by School/Facility Within District

This report provides a headcount of all staff members reported in schools/facilities within the specified reporting district where the schools/facilities are listed in the Educational Entity Master (EEM) with an "open-active" status. Any school/facility that does not have personnel submitted will be highlighted.

Position Status Report

This report provides the position status of all teachers and administrators as reported in Field 12: Funded Position Status.

Professional Development Hours

This report provides the total number of hours of professional development for teachers by category as reported in Field 24: Hours of Professional Development.

Step Two: Select the submission cycle

REP Submission Reports

Submission Cycle: EOY 2010

District or School/Facility: ic Schools

Assignment Code Comparison
This report provides a district-level comparison of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment code between the EOY 2009 and EOY 2010 REP submission. The report is divided into staff groups: Administrative Staff, Instructional Staff - General Education Core Academic Subject Areas, Instructional Staff - General Education Non-Core Academic Subject Areas, Non-Instructional Staff, Day-to-Day Substitute Staff and Paraprofessionals/Aides.

Step Three: Select the District or School/Facility Report

REP Submission Reports

Submission Cycle: EOY 2010

District or School/Facility: Potterville Public Schools

Assignment Code Comparison
This report provides a district-level comparison of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment code between the EOY 2009 and EOY 2010 REP submission. The report is divided into staff groups: Administrative Staff, Instructional Staff - General Education Core Academic Subject Areas, Instructional Staff - General Education Non-Core Academic Subject Areas, Non-Instructional Staff, Day-to-Day Substitute Staff and Paraprofessionals/Aides.

Step Four: Select the report you wish to view from the list of reports

REP | Submission Reports

Instructions
The reports generated by this application are displayed in pop-up windows. If you are unable to view reports, you may have a pop-up blocker installed on your computer. To read about how to configure your software to work with this application, please review the Pop-up Blocker Help document.

To properly review the reports in this application, the latest version of Adobe® Reader® is required.

REP Submission Reports

Submission Cycle: EOY 2010

District or School/Facility: Grand Rapids Public Schools

Assignment Code Comparison
This report provides a district-level comparison of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment code between the EOY 2009 and EOY 2010 REP submission. The report is divided into staff groups: Administrative Staff, Instructional Staff - General Education Core Academic Subject Areas, Instructional Staff - General Education Non-Core Academic Subject Areas, Non-Instructional Staff, Day-to-Day Substitute Staff and Paraprofessionals/Aides.

Assignment Code Summary
This report provides a listing of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment. The report is divided into staff groups.

Exiting, Current and New Staff Report
This report provides the employment status of all employees, exiting, current and new teaching staff as reported in Field 25: Employment Status.

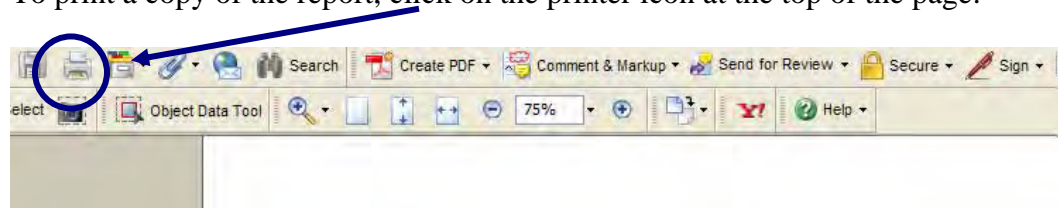
FTE by Accounting/Function Code
This report provides the total FTE reported for each accounting/function code by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff, and Facilities Acquisition.

Click on the title of the report.

Sample Report: Overall Summary of Data Submission Report

Overall Summary of Data Submission Report		EOY 2010
Happy Valley School District (xxxxx)		
		Count
Total number of all personnel records submitted		60
Total number of personnel records submitted including those personnel who have left the district.		
Total number of records with an administrator assignment code		2
Total number of personnel records submitted with assignment codes 70100 through 79599, including those personnel who have left the district.		
Total number of records with a teacher assignment code		18
Total number of records submitted with assignment codes 000AX through 00594, 60300, and 60400 (excluding 00403, 00404, 00405, 00407, 00SUB and 00PAR). This count includes current and terminated records.		
Total number of records with a paraprofessional/aide assignment code		8
Total number of records with a paraprofessional/aide assignment code. Total number of records submitted with assignment codes 80001 through 80016 including 60500, 60501, 00403, 00404, 00405 and 00407. This count includes current and terminated records.		
Total number of records with a day-to-day substitute assignment code		8
Total number of records submitted with an assignment code of 00SUB and 00PAR. This count includes current and terminated records.		
Total number of records with a non-instructional assignment code		21
Total number of records with a non-instructional assignment code. Total number of records submitted with assignment codes 81500 through 99900 and 60100, 60200, 60600 and 60700.		
Total number of personnel separating from employment with the district		0
Total number of personnel records where Field 25: Employment Status code is equal to 01 through 19 inclusive.		
Total number of personnel records assigned to a nonpublic school		0
Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) indicates that the school/facility is a nonpublic entity.		
Total number of personnel records assigned to a school in another district		4
Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) is not assigned to the reporting district.		
Total number of schools/facilities reporting personnel records		8
Total number of schools/facilities that were reported with personnel records.		

To print a copy of the report, click on the printer icon at the top of the page:



Using the Reports to Improve Your Data Quality

The following examples illustrate questions to review when reviewing your reports:

Total FTE by Accounting/Function Code Report EOY 2010

Happy Valley School District (XXXXX)

Instructional Staff	Total FTE
111 Elementary School	6.95
112 Middle/Junior High School	7.40
113 High School	6.02
118 Preschool	0.00
119 Summer School	0.00
122 Special Education	3.20
125 Compensatory Education	3.00
127 Career and Technical Education	0.00
131 Basic	0.00
132 Secondary	1.00
133 Secondary Vocational	0.00
135 Occupational Training or Upgrading Retraining	1.00
Total Instructional Staff	28.57

Are the FTEs accurate for the accounting/ function codes??

Position Status By Staff Group Report EOY 2010

Happy Valley School District (XXXXX)

	Administrators	Teachers	Paraprofessional	Noninstructional	
Funded Position Status	Count	Count	Count	Count	
1 Vacant, funded, open position, no one assigned	0	9	0	0	
2 Vacant, funded, open position, outside contractor assigned	0	0	1	0	
3 Funded, employee on loan or leave, no one assigned	0	0	0	0	
4 Funded, employee on loan or leave, filled by temporary employee	0	0	0	0	0
5 Vacant, funded, open position, filled by temporary employee	0	0	0	0	0
6 Funded, employee on loan or leave, outside contractor assigned	0	0	0	0	0
7 Contracted services provider, non-instructional staff	0	0	0	0	0
9 Filled position, regular	2	23	3	6	35
Total:	2	32	4	6	45

Are the counts accurate? Do you have nine vacant teaching positions?

Assignment Summary Report EOY 2010

Happy Valley High School (XXXXX)

Staff Group Assignments	Assignment Code	Assignment Description	Total Number of Assignments Submitted	Total FTE Submitted
General Education Core Academic Subject Areas				
	000BA	English	1	0.10
	000BX	Language Arts	1	1.00
	000CC	History	1	1.00
	000DE	Physics	1	0.60
	000DX	Science	2	2.00
	000EX	Mathematics	2	1.40
	000ZG	General EL K-5 all, K-8 self-contained	4	4.00
		Total General Education Core Academic Subject Areas	12	10.10
Bilingual Core Academic Subject Areas				
	YB0BA	English instruction in a Bilingual German Program	1	1.00
		Total Bilingual Core Academic Subject Areas	1	1.00

How many classes of Language Arts or Math are taught in the high school?

Do you have four elementary assignments in the high school?

Overall Summary of Data Submission Report EOY 2010

Happy Valley School District (xxxxxx)

	Count
Total number of all personnel records submitted	60
Total number of personnel records submitted including those personnel who have left the district.	
Total number of records with an administrator assignment code	2
Total number of personnel records submitted with assignment codes 70100 through 79599, including those personnel who have left the district.	
Total number of records with a teacher assignment code	18
Total number of records submitted with assignment codes 000AX through 00594, 60300, and 60400 (excluding 00403, 00404, 00405, 00407, 00SUB and 00PAR). This count includes current and terminated records.	
Total number of records with a paraprofessional/aide assignment code	8
Total number of records with a paraprofessional/aide assignment code. Total number of records submitted with assignment codes 80001 through 80016 including 60500, 60501, 00403, 00404, 00405 and 00407. This count includes current and terminated records.	
Total number of records with a day-to-day substitute assignment code	8
Total number of records submitted with an assignment code of 00SUB and 00PAR. This count includes current and terminated records.	
Total number of records with a non-instructional assignment code	21
Total number of records with a non-instructional assignment code. Total number of records submitted with assignment codes 81500 through 99900 and 60100, 60200, 60600 and 60700.	
Total number of personnel separating from employment with the district	0
Total number of personnel records where Field 25: Employment Status code is equal to 01 through 19 inclusive.	
Total number of personnel records assigned to a nonpublic school	0
Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) indicates that the school/facility is a nonpublic entity.	
Total number of personnel records assigned to a school in another district	4
Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) is not assigned to the reporting district.	
Total number of schools/facilities reporting personnel records	8
Total number of schools/facilities that were reported with personnel records.	

Data Quality Matters!

Check your final submission counts. Are they accurate?

Do you have 8 day-to-day substitute staff members?

Do you really have staff members reported at 4 schools/facilities outside your district?

Do you really have 8 schools/facilities that should have staff reported?

Reports available for Year-to-Year Comparisons

(These reports will be updated each submission.)

FTE by Accounting/Function Code Comparison Report

This report provides a district-level comparison of the total FTE reported for staff members' accounting/function codes between the year-to-year REP submissions. The total FTE submitted for each accounting/function code is listed by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff, and Facilities Acquisition.

Total FTE by Accounting/Function Code Comparison Report			EOY 2010
Happy Valley School District (XXXXX)			
Instructional Staff	EOY 2009 Total FTE	EOY 2010 Total FTE	Percentage Change
111 Elementary School	17.19	6.95	-59.57 %
112 Middle/Junior High School	13.88	7.40	-46.69 %
113 High School	17.45	6.02	-65.50 %
122 Special Education	20.50	3.20	-84.39 %
125 Compensatory Education	0.00	3.00	300.00 %
132 Secondary	0.00	1.00	100.00 %
135 Occupational Training or Upgrading Retraining	0.00	1.00	100.00 %
Total Instructional Staff	69.02	28.57	-58.61 %

Are the counts accurate? Did our district have a 84.39% drop in Special Education instructional staff?

Assignment Code Comparison Report

This report provides a district-level comparison of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment code between the year-to-year REP submissions. The report is divided into staff groups: Administrative Staff, Instructional Staff - General Education Core Academic Subject Areas, Instructional Staff - General Education Non-Core Academic Subject Areas, Non-Instructional Staff, Day-to-Day Substitute Staff and Paraprofessionals/Aides.

Report Header – What does it mean?

Assignment Code Comparison Report EOY 2009

Happy Valley School District (xxxxx)

General Education Core Academic Subject Areas

Assignment Code	Assignment Description	EOY 2009 Total Number of Assignments Submitted	EOY 2009 Total FTE Submitted	EOY 2010 Total Number of Assignments Submitted	EOY 2010 Total FTE Submitted	Percentage Change in Number of Assignments Submitted	Percentage Change in FTE Submitted
000BA	English	3	2.70	1	0.10	-66.67 %	-96.30 %
000BX	Language Arts	2	2.00	1	1.00	-50.00 %	-50.00 %
000CC	History	2	2.00	1	1.00	-50.00 %	-50.00 %

Assignment Code Comparison Report Column Descriptions	
Column Heading	Explanation
Assignment Code	Assignment codes submitted by the district.
Assignment Description	Name of the assignment code.
EOY 2009 and EOY 2010 Total Number of Assignments Submitted	Total number of assignments reported for each individual assignment code submitted by the district for each submission in EOY 2009 and EOY 2010
EOY 2009 and EOY 2010 Total FTE Submitted	Total of the FTE reported by the district for each assignment code.
Percentage Change in Number of Assignments Submitted	Percentage of change in the number of assignment codes between EOY 2009 and EOY 2010 .
Percentage Change in the FTE Submitted	Percentage of change in the total FTE submitted for each assignment code between EOY 2009 and EOY 2010

Personnel Submitted Report

Data Submission

To submit and update personnel data, select from the following functions:

- Online Single Submission
- Bulk Upload File Submission
- Bulk File Submission Status
- Personnel Submitted

This report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

REP Personnel Submitted						
Instructions This report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district. To learn how to update a personnel record, read the instructions.		Happy Valley Public Schools Records updated for this submission cycle: 27 Records not updated for this submission cycle: 23				
Icon Legend ✓ Personnel record updated for the submission cycle. ✗ Personnel record not updated for the submission cycle.		Personnel Search PIC: <input type="text"/> <input type="button" value="GO"/> First Name: <input type="text"/> SSN: <input type="text"/> <input type="button" value="GO"/> Last Name: <input type="text"/> <input type="button" value="GO"/> <input checked="" type="radio"/> Show all records <input type="radio"/> Show only the records that have been updated for this submission (✓) <input type="radio"/> Show only the records that have NOT been updated for this submission (✗)				
<< Previous Go To Page <input type="text" value="1"/> of 1 [GO] Next >>						
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z (ALL)						
Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender

Data for all personnel records successfully submitted during the previous or the current submission will appear on this report.

Credential Data Exchange (CDX)

The CDX is a Web-based application that enables a local district to obtain credential numbers, issue and expiration dates, endorsements earned, sponsoring institutions and sponsoring institution codes for instructional personnel. A file must be prepared in the proper format as outlined below. The prepared file may then be uploaded through the CDX application for processing.

Uploading a File:

The CDX will not accept files that do not have a ".txt" extension. Files must be in **plain text** format. Microsoft Word-, Excel-, and Access-formatted files will not be processed. The data **must** be in the following format:

1. Fields are tab-delimited.
2. Each line is followed by a CR/LF (Carriage Return/Line Feed).
3. Fields are in the following order:
{Last Name}{TAB}{First Name}{TAB}{Date of Birth}{TAB}{Social Security Number}.
4. The Date of Birth should be formatted "mm/dd/yyyy."
5. The SSN should not contain anything other than numbers (123456789).

6. The return format will be identical to the submitted format with the following appended to each line:

- Credential License Number {TAB}
- Date Credential Issued {TAB}
- Date of Expiration of Credential {TAB}
- Endorsement {TAB}
- Institution Code {TAB}
- Institution Name {CR/LF}.

When the file is ready for submission to the CDX application, do the following:

Step One: Log in to the REP Application.


Step One:
Log in to the REP.

Step Two: Click on "Upload Credential Request File."


Step Two:
Click here.

Step Three: Enter e-mail address.

CDX File Upload Form



Center for Educational Performance & Information



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REP | CDX File Upload

Instructions

Files must be in **plain text** format. Microsoft Word-, Excel-, and Access-formatted files will not be processed correctly.

Files must end with the extension ".txt". Files that end in an extension other than ".txt" will be rejected.

The data **must** be in the following format:

- Fields are tab delimited.
- Each line is followed by a CRLF (Carriage Return/Line Feed).
- Fields are in the following order:
{Last Name}{TAB}{First Name}
{TAB}{Date of Birth}{TAB}
{Social Security Number}
- The Date of Birth should be formatted "mm/dd/yyyy".
- The SSN should not contain any characters other than numbers (xxxxxyzzzz).

Upload a Credential Data Exchange File

Enter the e-mail address that CEPI should use to notify you when the file is processed:

Note: If your e-mail system does not receive the CDX e-mail status message, please log into the REP site and click on the "Credential Request Status" menu option under the Credential Data Exchange section to check the status of your file.

Enter the path and file name to upload:

Important! You must include a complete file path when selecting your file. CEPI recommends that you use the "Browse" option to locate your file.

If you enter the file path manually, a correct, complete file path may look like the following example:

C:\My Documents\MyCdx.txt

Step Three:
Enter e-mail
address.

Step Four: Enter
the path and file
name to upload.

Step Five: Send file.

Step Four: Enter the path and file name to upload. Click on the Browse button to locate the CDX file you have prepared for submission.

Step Five: Click on "Upload CDX File."

Retrieving Processed CDX File

Step One: Click on "Credential Request Status" – Download.

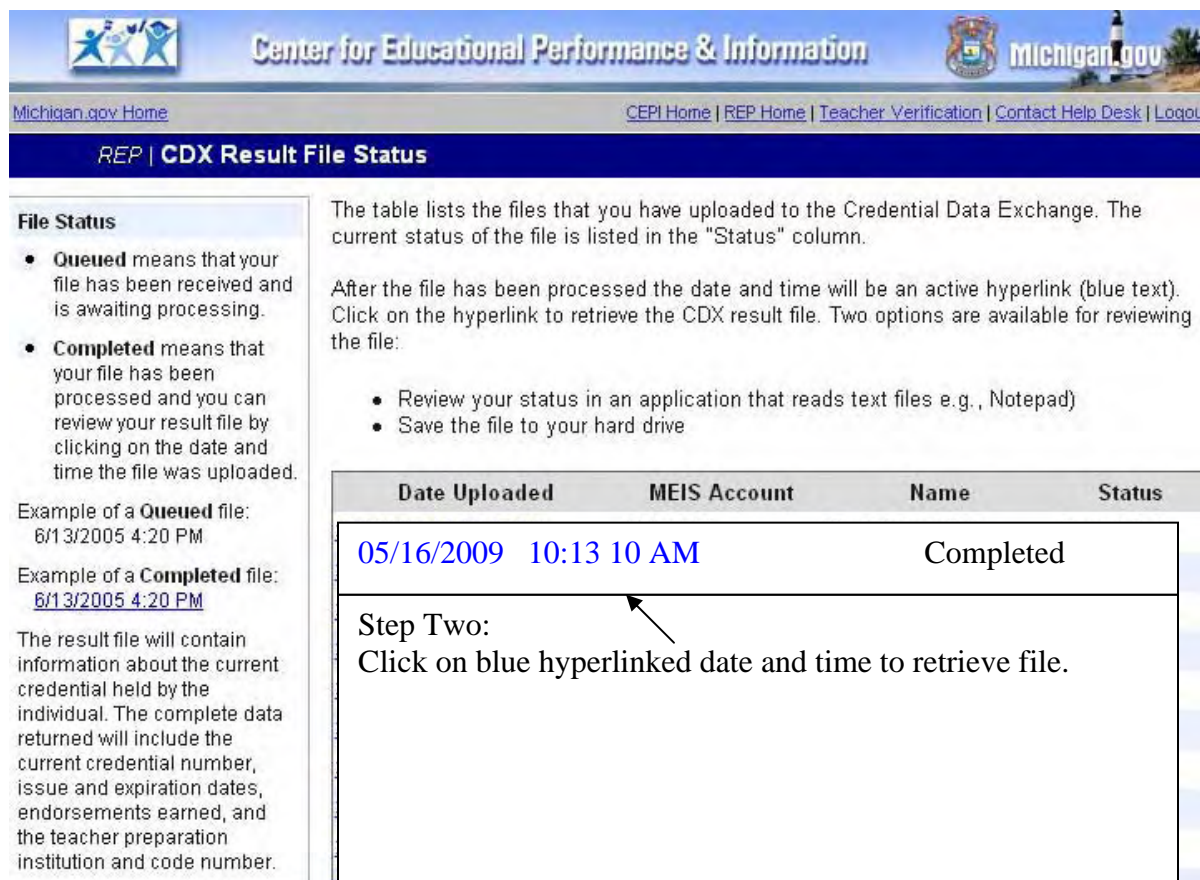
Credential Data Exchange

To obtain teacher credential numbers, select from the following functions:

- [Upload Credential Request File](#)
- [Credential Request Status](#)

Step One:
Click here.

Step Two: Click on blue hyperlinked date and time under Date Uploaded. Status will indicate "Completed."



File Status

- **Queued** means that your file has been received and is awaiting processing.
- **Completed** means that your file has been processed and you can review your result file by clicking on the date and time the file was uploaded.

The table lists the files that you have uploaded to the Credential Data Exchange. The current status of the file is listed in the "Status" column.

After the file has been processed the date and time will be an active hyperlink (blue text). Click on the hyperlink to retrieve the CDX result file. Two options are available for reviewing the file:

- Review your status in an application that reads text files e.g., Notepad)
- Save the file to your hard drive

Date Uploaded	MEIS Account	Name	Status
05/16/2009 10:13 10 AM			Completed

Step Two:
Click on blue hyperlinked date and time to retrieve file.

Example of a **Queued** file:
6/13/2005 4:20 PM

Example of a **Completed** file:
[6/13/2005 4:20 PM](#)

The result file will contain information about the current credential held by the individual. The complete data returned will include the current credential number, issue and expiration dates, endorsements earned, and the teacher preparation institution and code number.

Personnel Skilled in Technology (Fall Submission Only)

Specific information regarding the data requirements concerning personnel skilled in technology is available on the REP Main Menu under the heading Personnel Skilled in Technology. Click on the link titled "Personnel Skilled in Technology Supplemental Submission Definitions and User's Guide." To access the submission form, click on the link titled "Supplemental Submission Form."

Need Additional Help

For questions regarding REP content or assistance with the REP Application, please send an e-mail message to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), e-mail address, and specific questions.